Join Me User Guide & Tutorial

T-Series Handsets



Join ME

Compatibility

T-series Products Supported

T-series Products Supported

ALL Products Supported

Supported

Note: 64-bit Windows drivers are supplied with JoinMe for T-series handsets.

Note:

For basic instructions on Windows operations and using computers, please refer to your Windows user's manual, someone familiar with computers or consult an IT Technician.

Launch Join Me

- **Double-Click** on the Join Me icon on your desktop to launch the software

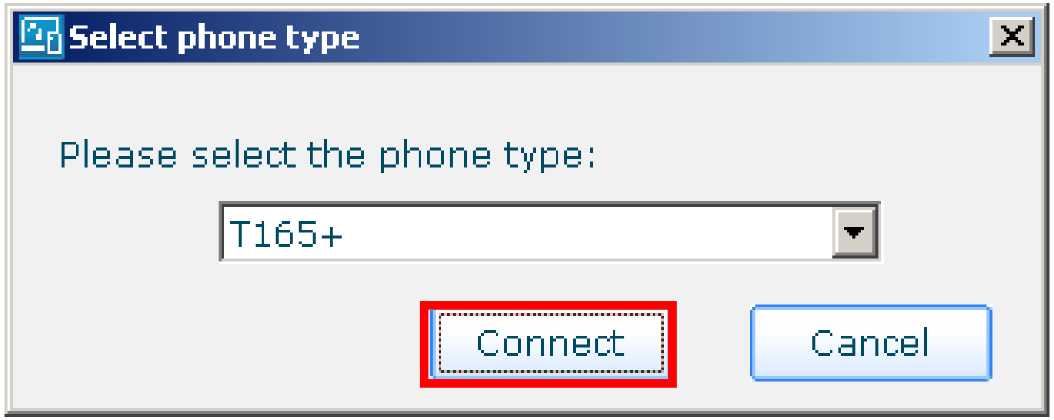
If no icon is present:
Please install Join Me from the supplied CD or visit the ZTE website to download www.zte.com.au



Note:
For basic instructions on Windows operations and using computers & peripherals, please see your respective user's manual.

Select Phone Type

- From the drop down box **Select** the model of your handset.
- **Press** '*Connect*' to continue



If an error is received:
Please visit the FAQ section of the ZTE website (www.zte.com.au), for more information.

Downloading



Note:
These windows display the progress of the data downloading from your handset to your computer.

‘Connected to PC”

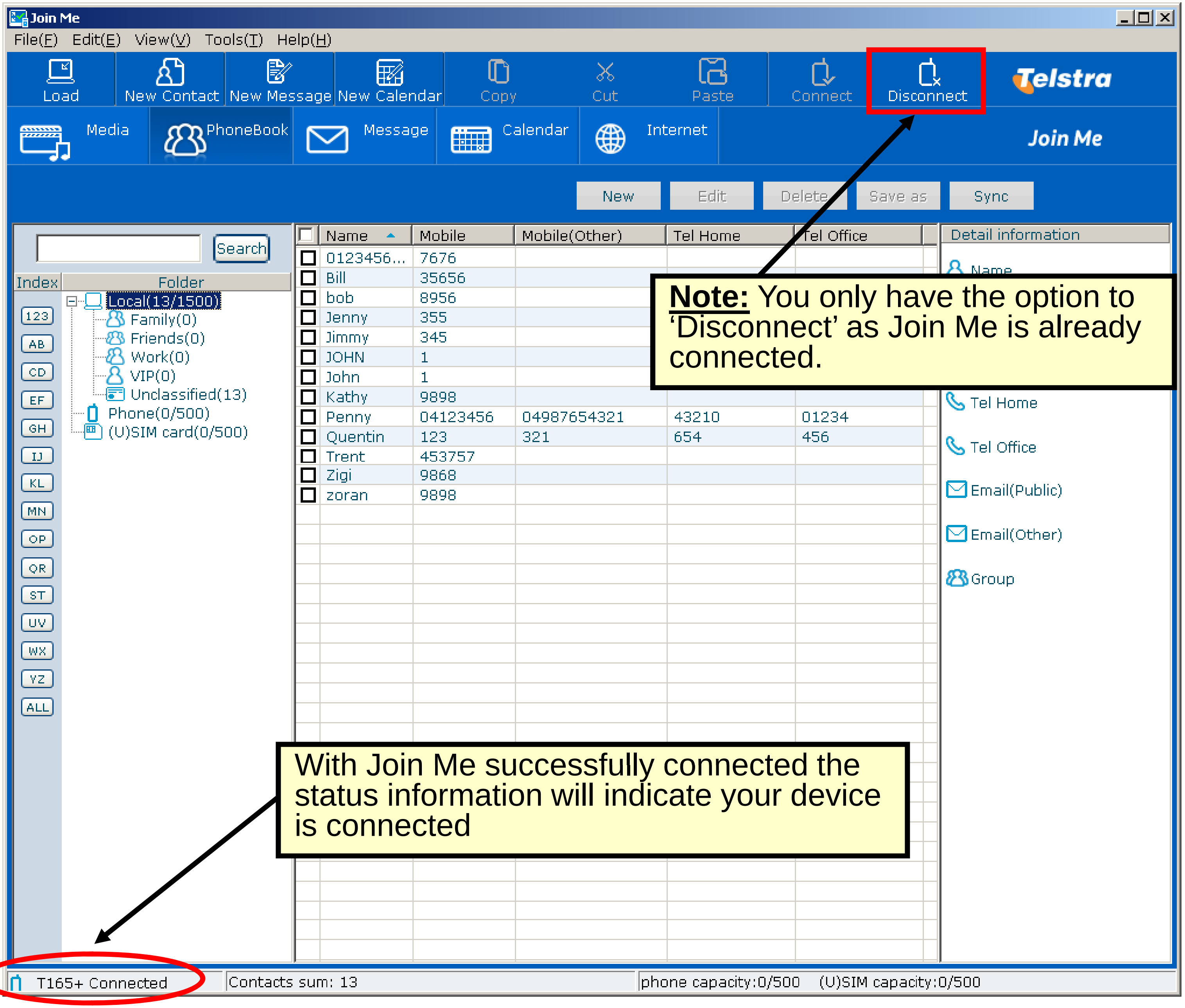
- **‘Connected to PC’** will now be displayed on your phone.
  This message will is displayed the entire time your phone is connected to you PC.

> **Note:**
> Pressing ‘OK’ on your phone will disconnect the connection you have established between your phone & your PC.

Join Me – What can it do?

- The Join Me software can be used to perform the following:
  - Copy files from your PC to your handset
  - Copy files from your handset to your PC
  - Manage your ‘Contacts’ (Locally, on your Phone & on your SIM)
  - Create new ‘Contacts’
  - Synchronise - Import ‘Contacts’
  - Create & Send text messages (SMS)
  - Manage your ‘Messages’ (Locally, on your Phone & on your SIM)
  - Manage your ‘Calender’ (Locally, on your Phone & on your SIM)
  - Create new ‘Calender’ entries
  - Synchronise – Import/Export ‘Calendar’
  - Connect to the Internet
  - Backup/Recover phone & PC data

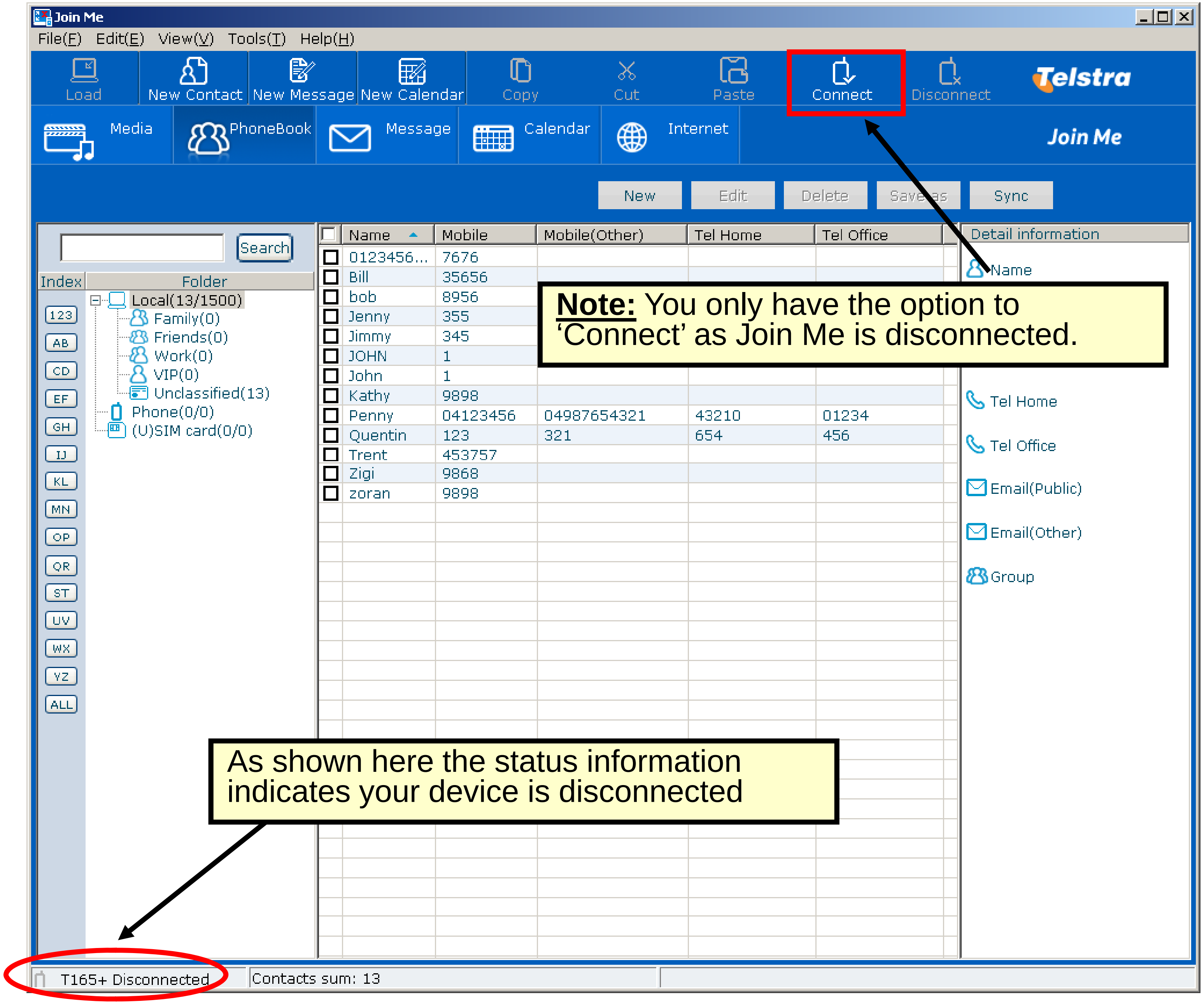
Connected



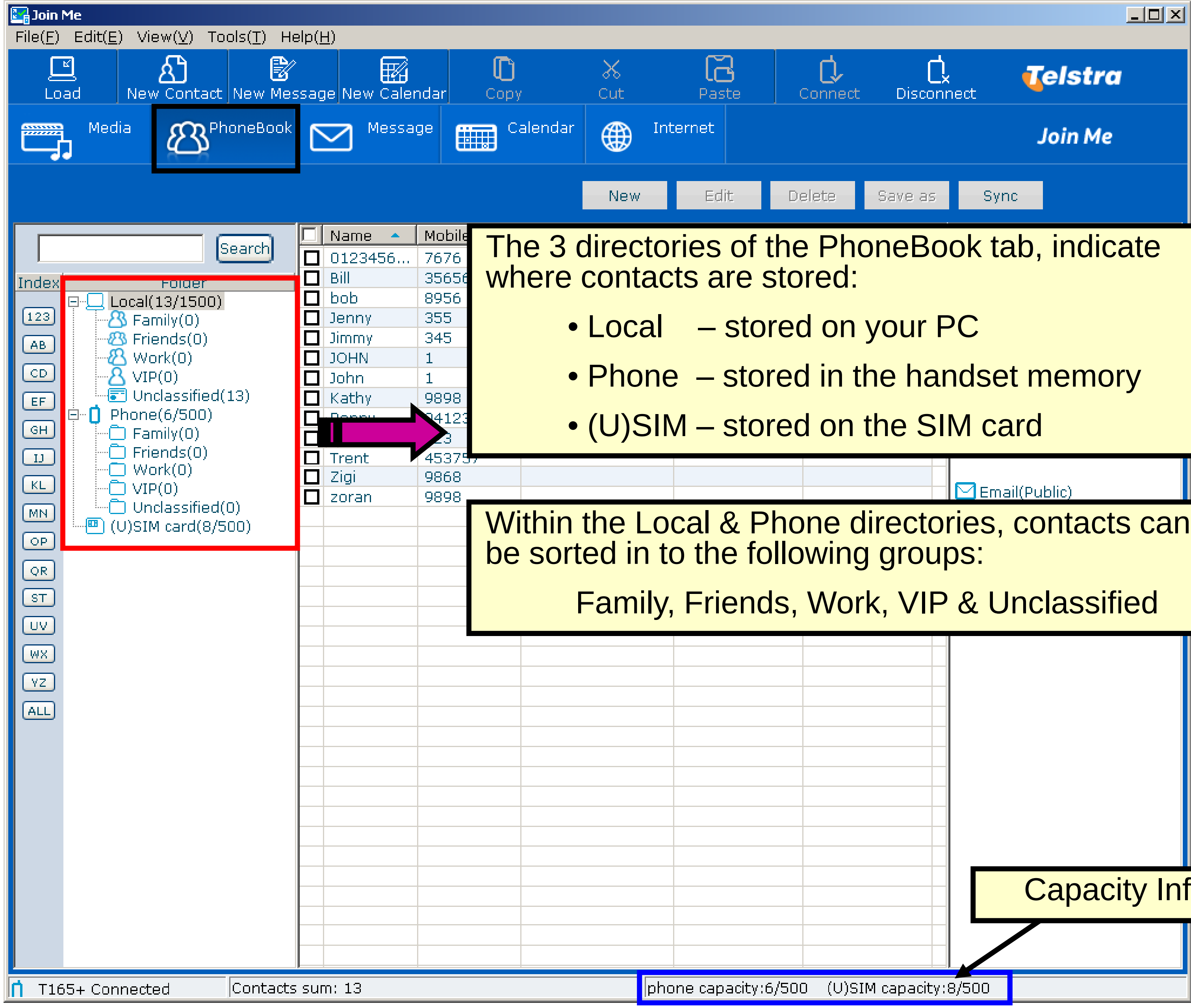
Note: You only have the option to 'Disconnect' as Join Me is already connected.

With Join Me successfully connected the status information will indicate your device is connected

Disconnected



Phonebook Tab



The 3 directories of the PhoneBook tab, indicate where contacts are stored:

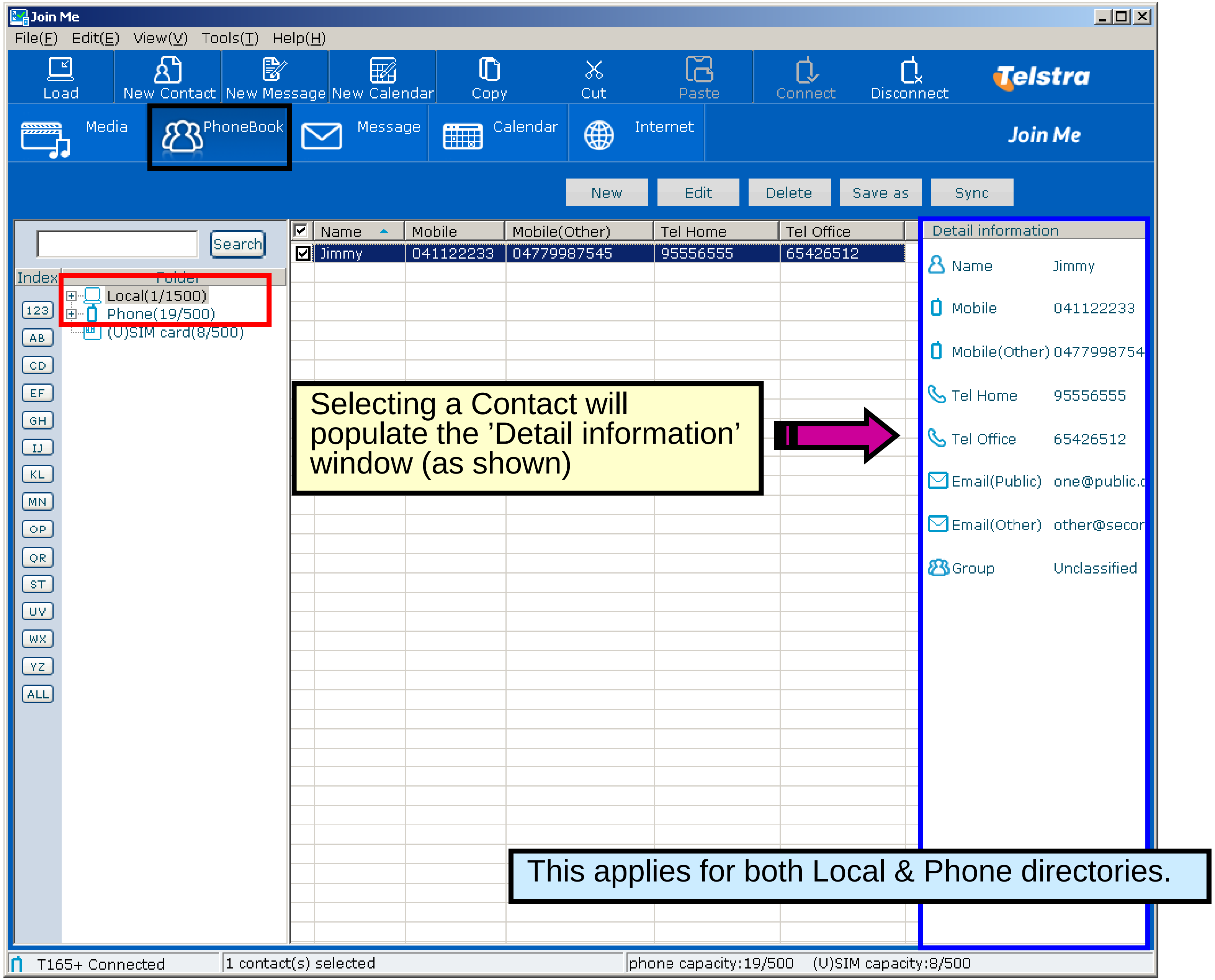
- Local – stored on your PC
- Phone – stored in the handset memory
- (U)SIM – stored on the SIM card

Within the Local & Phone directories, contacts can be sorted in to the following groups:

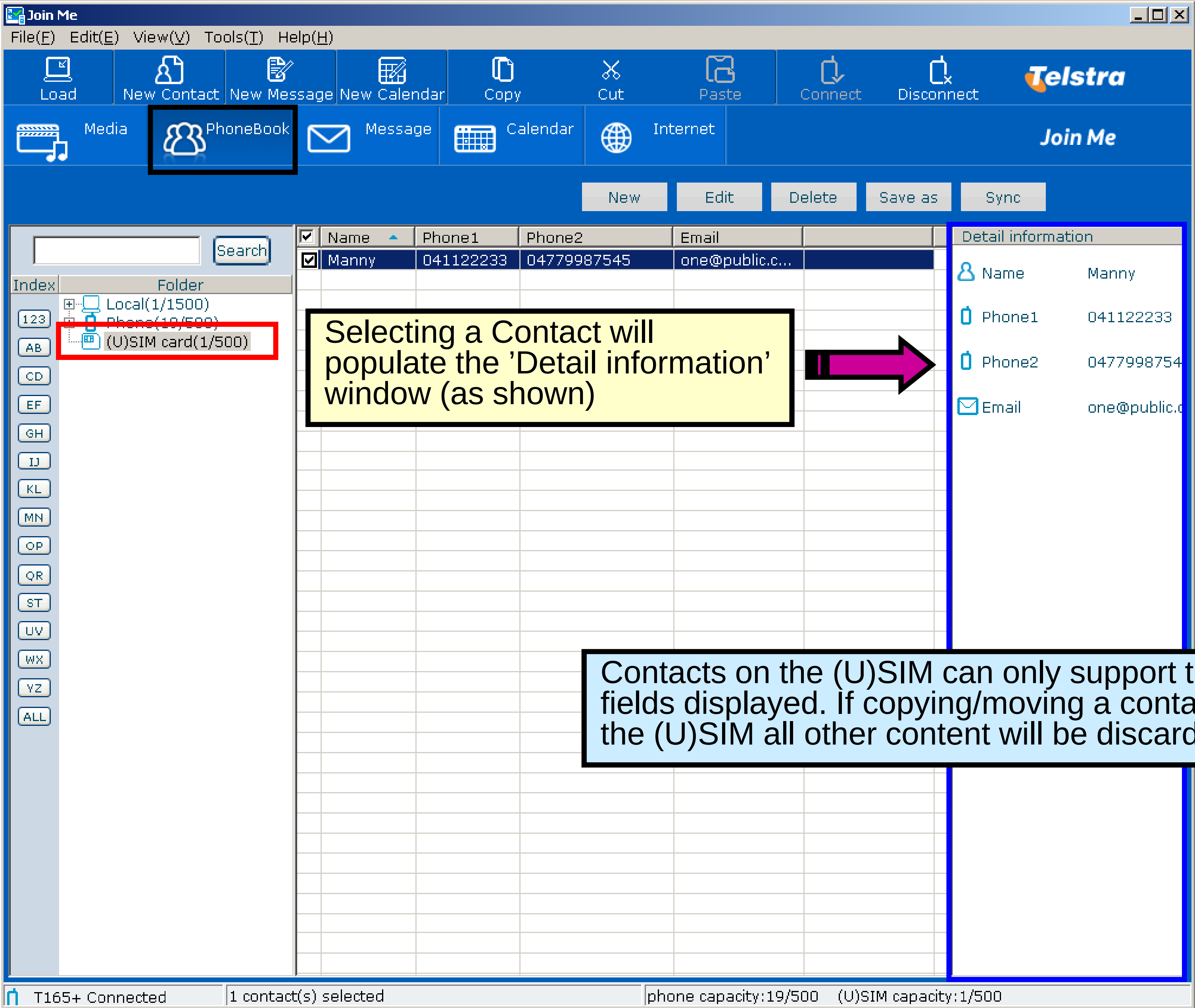
Family, Friends, Work, VIP & Unclassified

Capacity Information

Phonebook: Local/Phone Fields



Phonebook: (U)SIM Fields

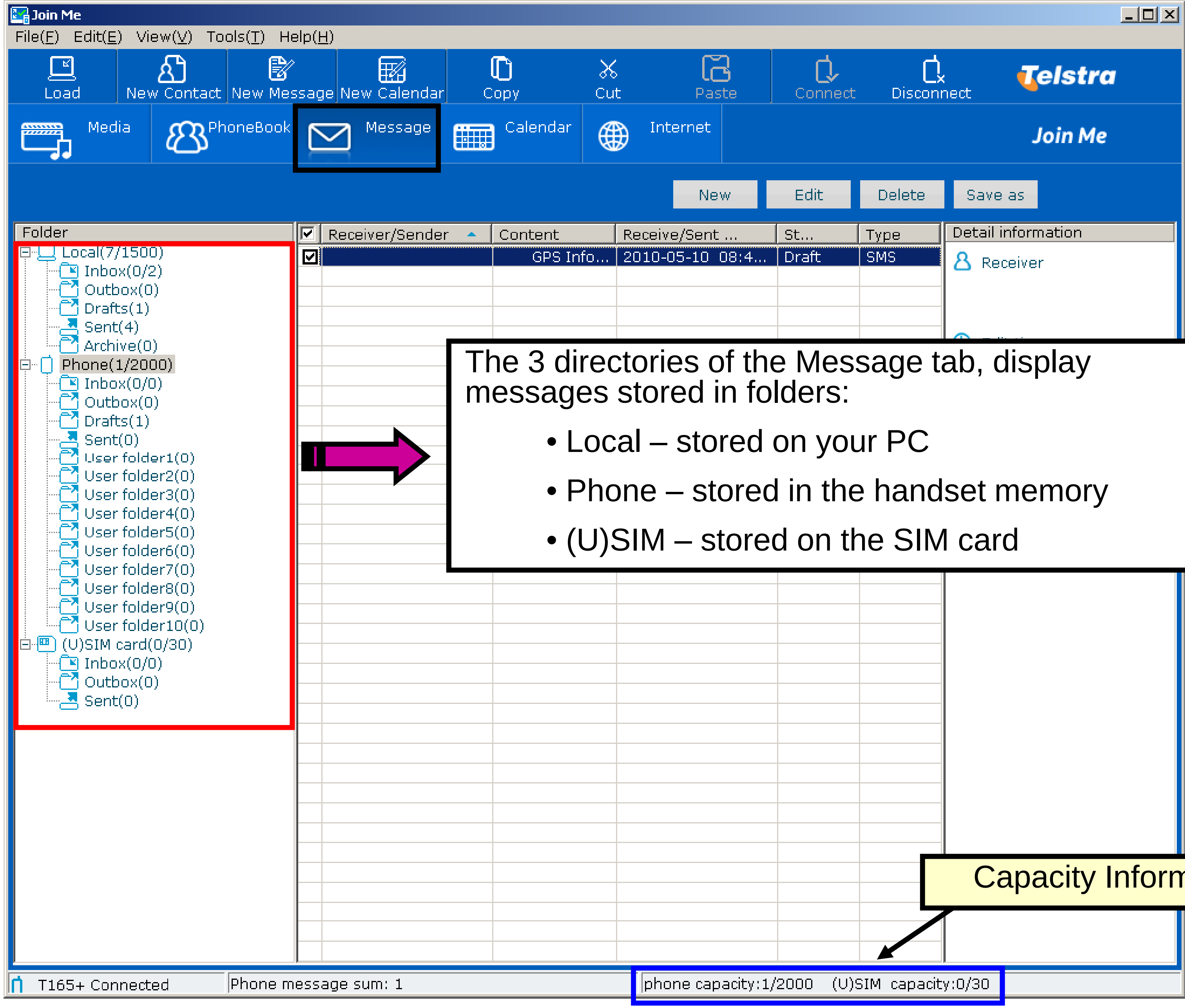


Selecting a Contact will populate the 'Detail information' window (as shown)

Contacts on the (U)SIM can only support the fields displayed. If copying/moving a contact to the (U)SIM all other content will be discarded.

ZTE

Message Tab

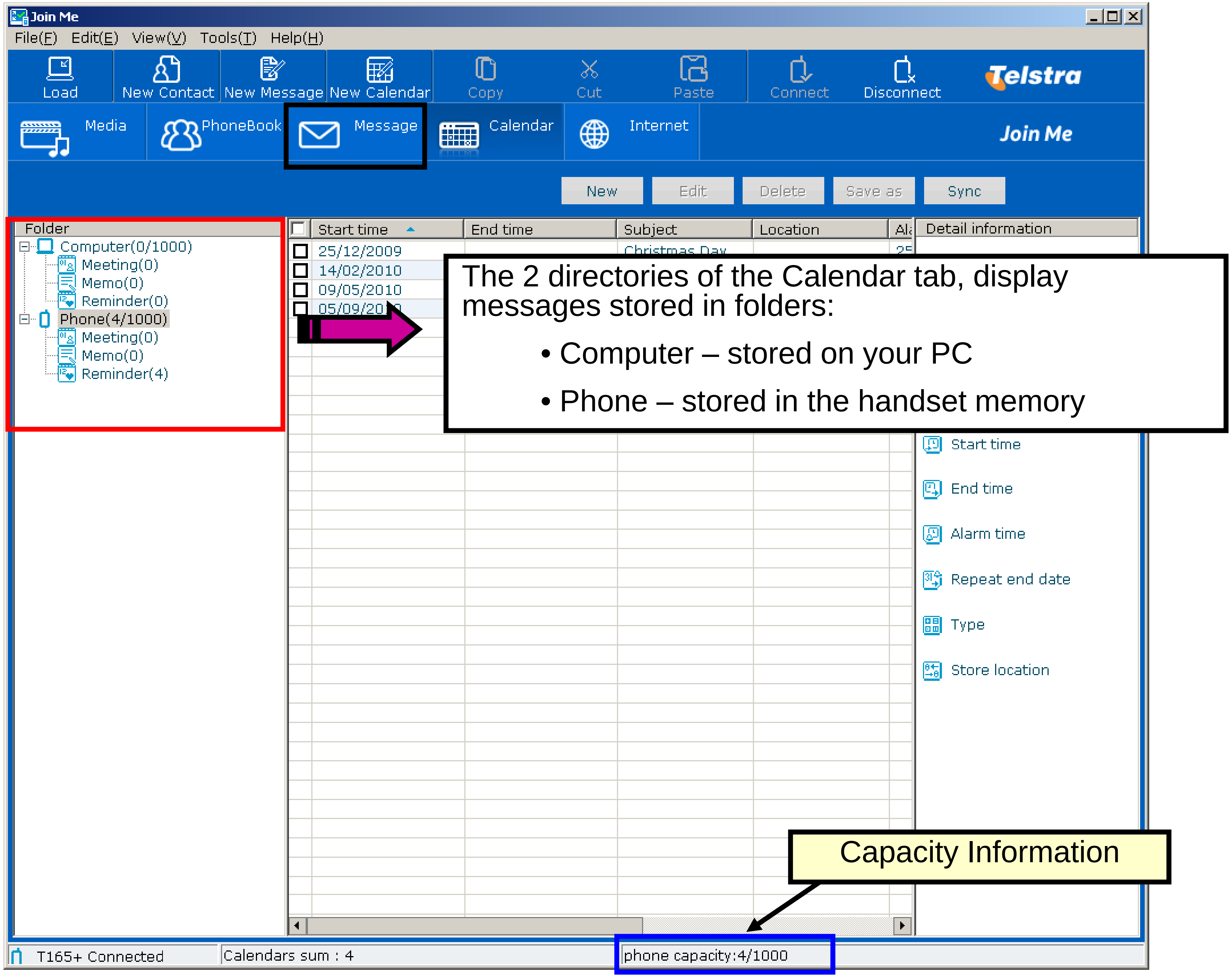


The 3 directories of the Message tab, display messages stored in folders:

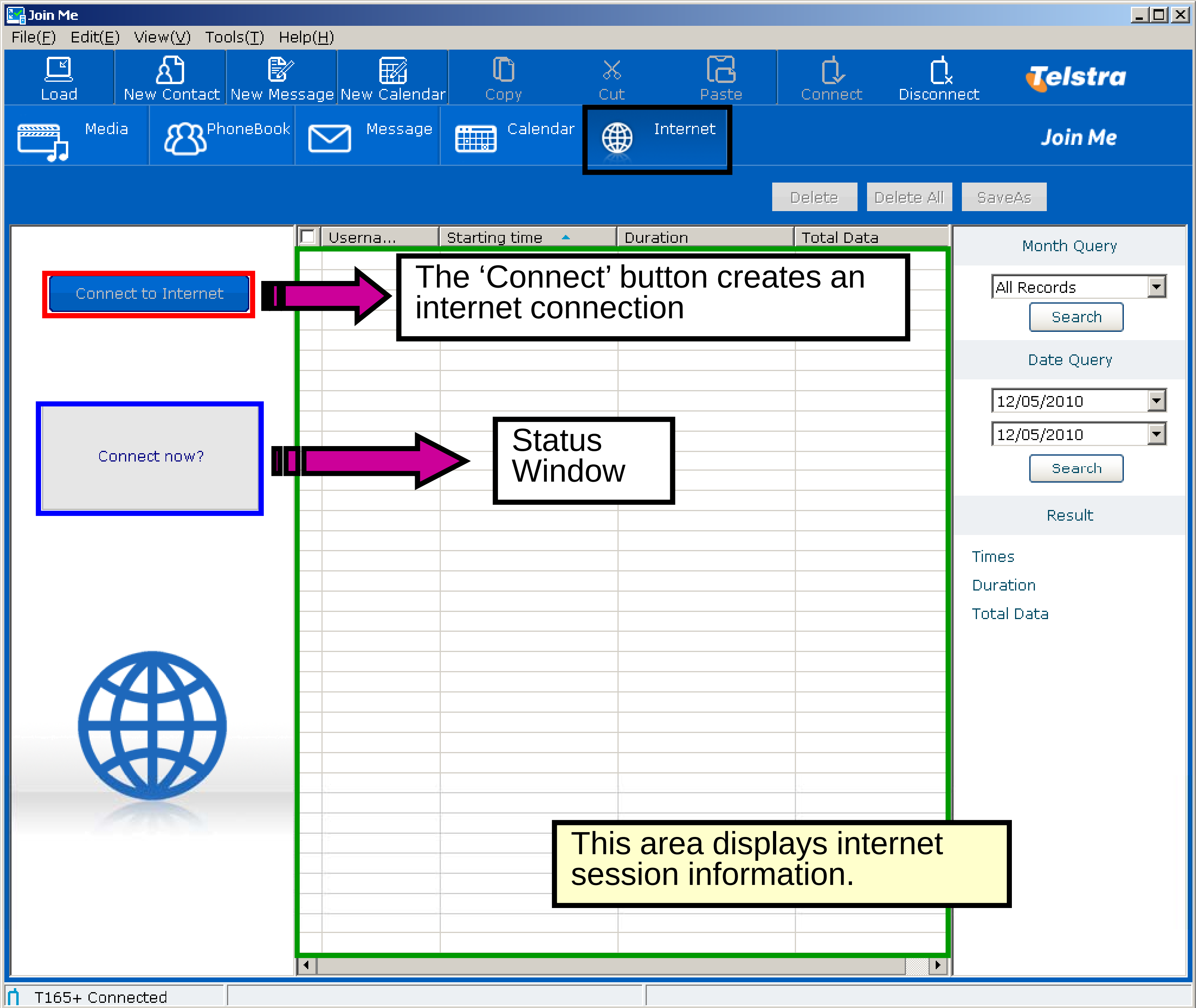
- Local – stored on your PC
- Phone – stored in the handset memory
- (U)SIM – stored on the SIM card

Capacity Information

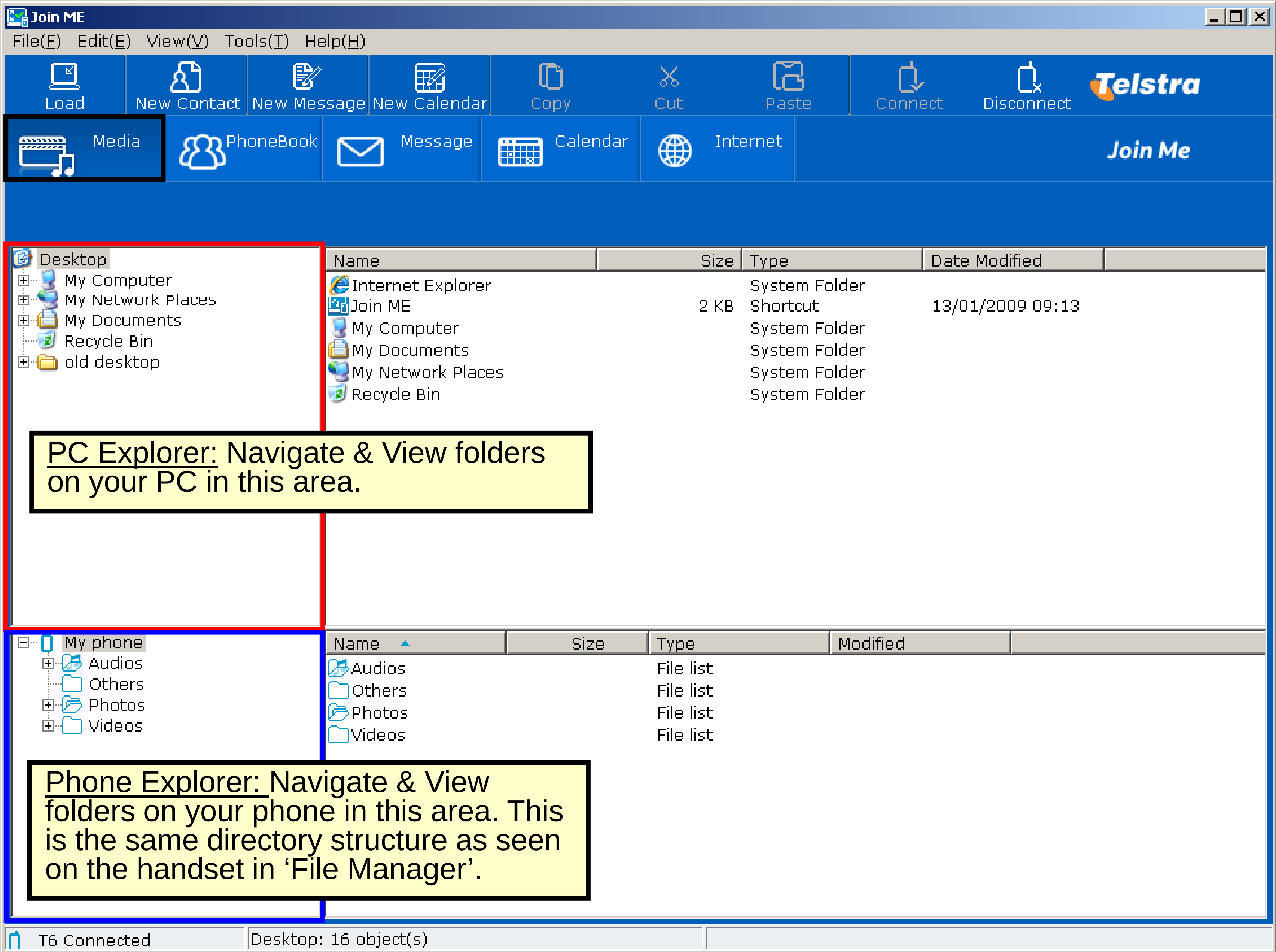
Calendar Tab



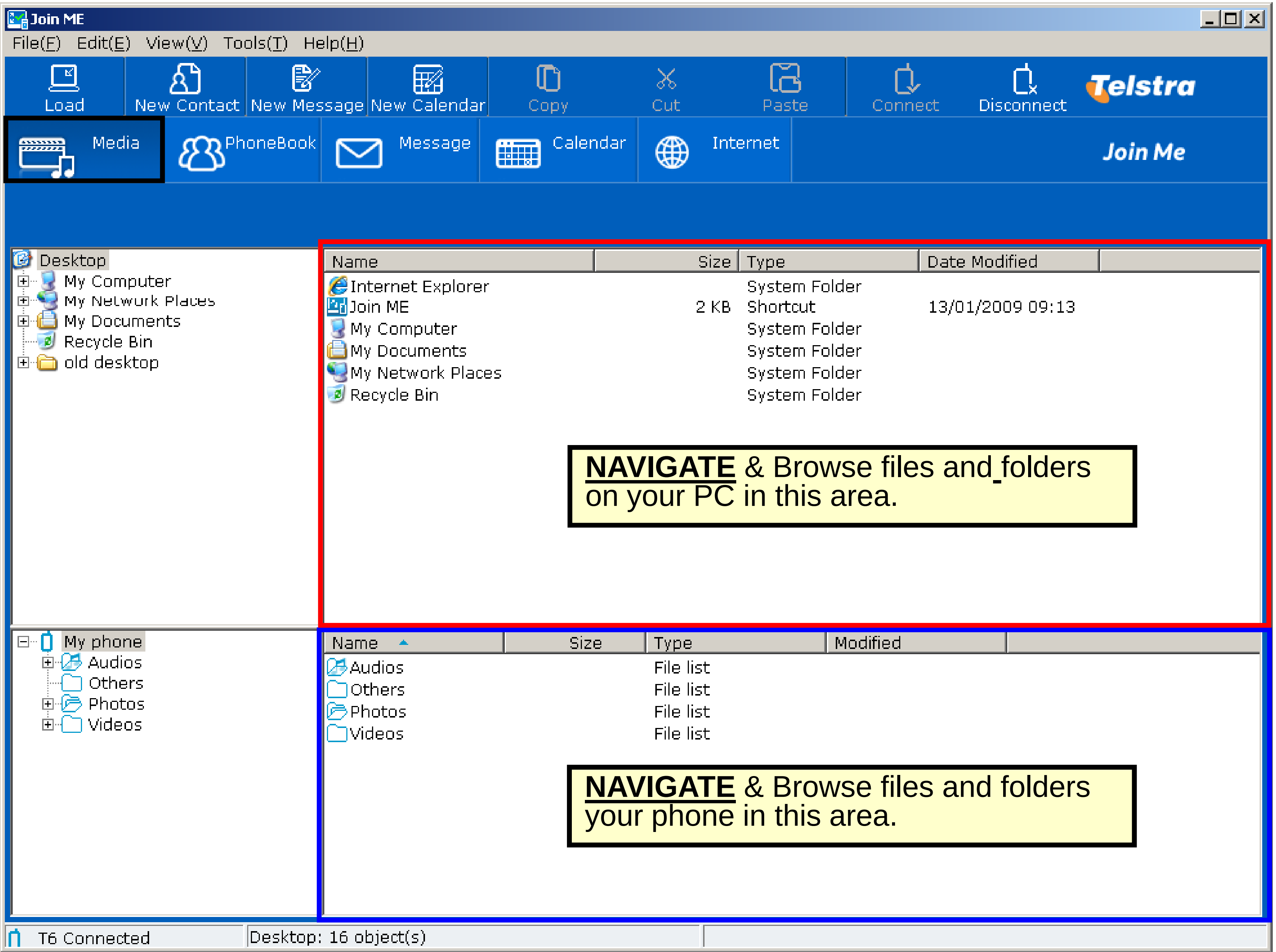
Internet Tab



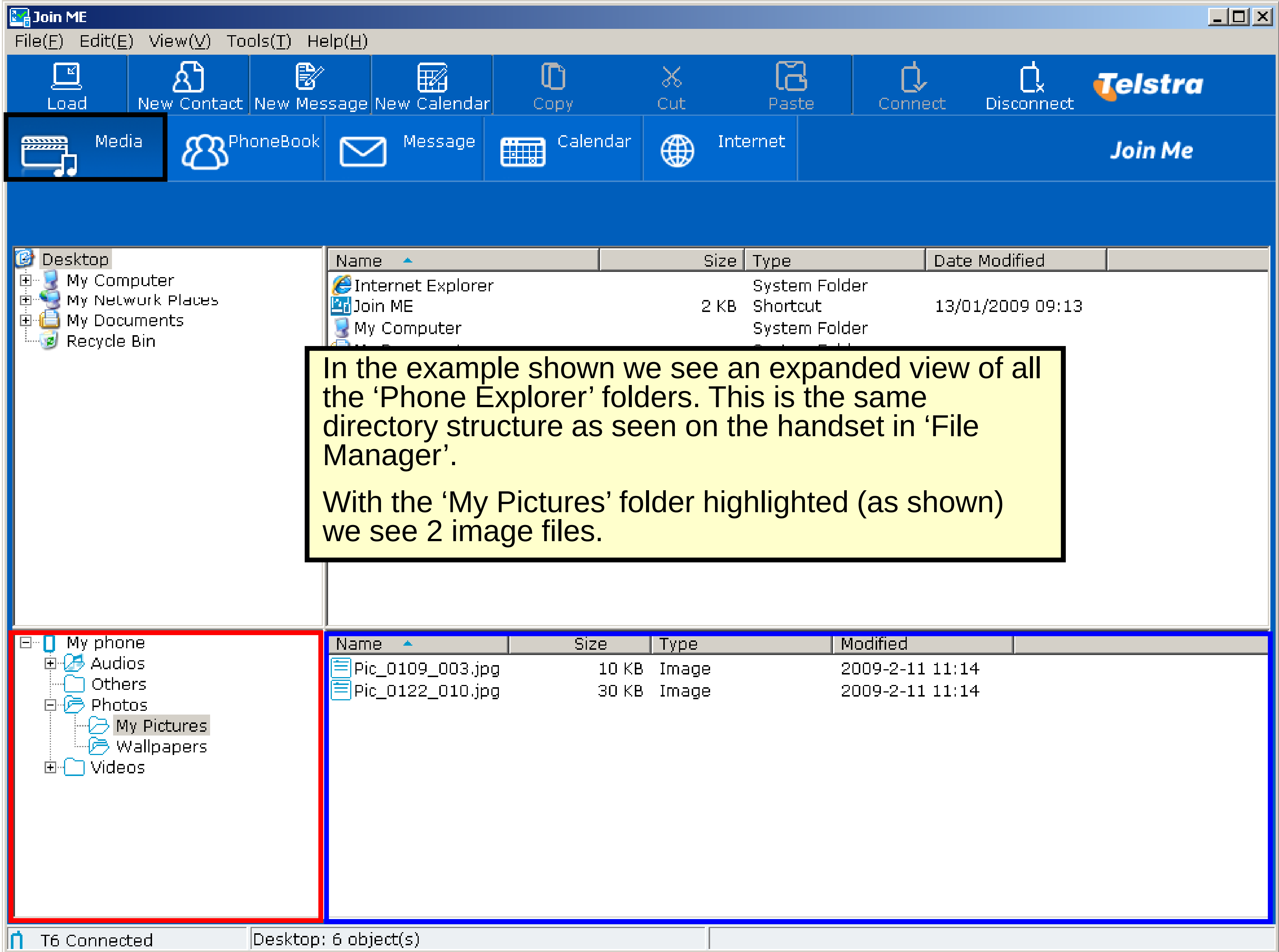
Media Tab


Join ME
File(F) Edit(E) View(V) Tools(T) Help(H)
Load
New Contact
New Message
New Calendar
Copy
Cut
Paste
Connect
Disconnect
Telstra
Media
PhoneBook
Message
Calendar
Internet
Join Me
Desktop
My Computer
My Network Places
My Documents
Recycle Bin
old desktop
Name
Size
Type
Date Modified
Internet Explorer
System Folder
Join ME
2 KB
Shortcut
13/01/2009 09:13
My Computer
System Folder
My Documents
System Folder
My Network Places
System Folder
Recycle Bin
System Folder
PC Explorer: Navigate & View folders on your PC in this area.
My phone
Audios
Others
Photos
Videos
Name
Size
Type
Modified
Audios
File list
Others
File list
Photos
File list
Videos
File list
Phone Explorer: Navigate & View folders on your phone in this area. This is the same directory structure as seen on the handset in 'File Manager'.
T6 Connected
Desktop: 16 object(s)

Media Tab


Join ME
File(F) Edit(E) View(V) Tools(T) Help(H)
Load
New Contact
New Message
New Calendar
Copy
Cut
Paste
Connect
Disconnect
Telstra
Media
PhoneBook
Message
Calendar
Internet
Join Me
Desktop
My Computer
My Network Places
My Documents
Recycle Bin
old desktop
Name
Size
Type
Date Modified
Internet Explorer
System Folder
Join ME
2 KB
Shortcut
13/01/2009 09:13
My Computer
System Folder
My Documents
System Folder
My Network Places
System Folder
Recycle Bin
System Folder
NAVIGATE & Browse files and folders on your PC in this area.
My phone
Audios
Others
Photos
Videos
Name
Size
Type
Modified
Audios
File list
Others
File list
Photos
File list
Videos
File list
NAVIGATE & Browse files and folders your phone in this area.
T6 Connected
Desktop: 16 object(s)

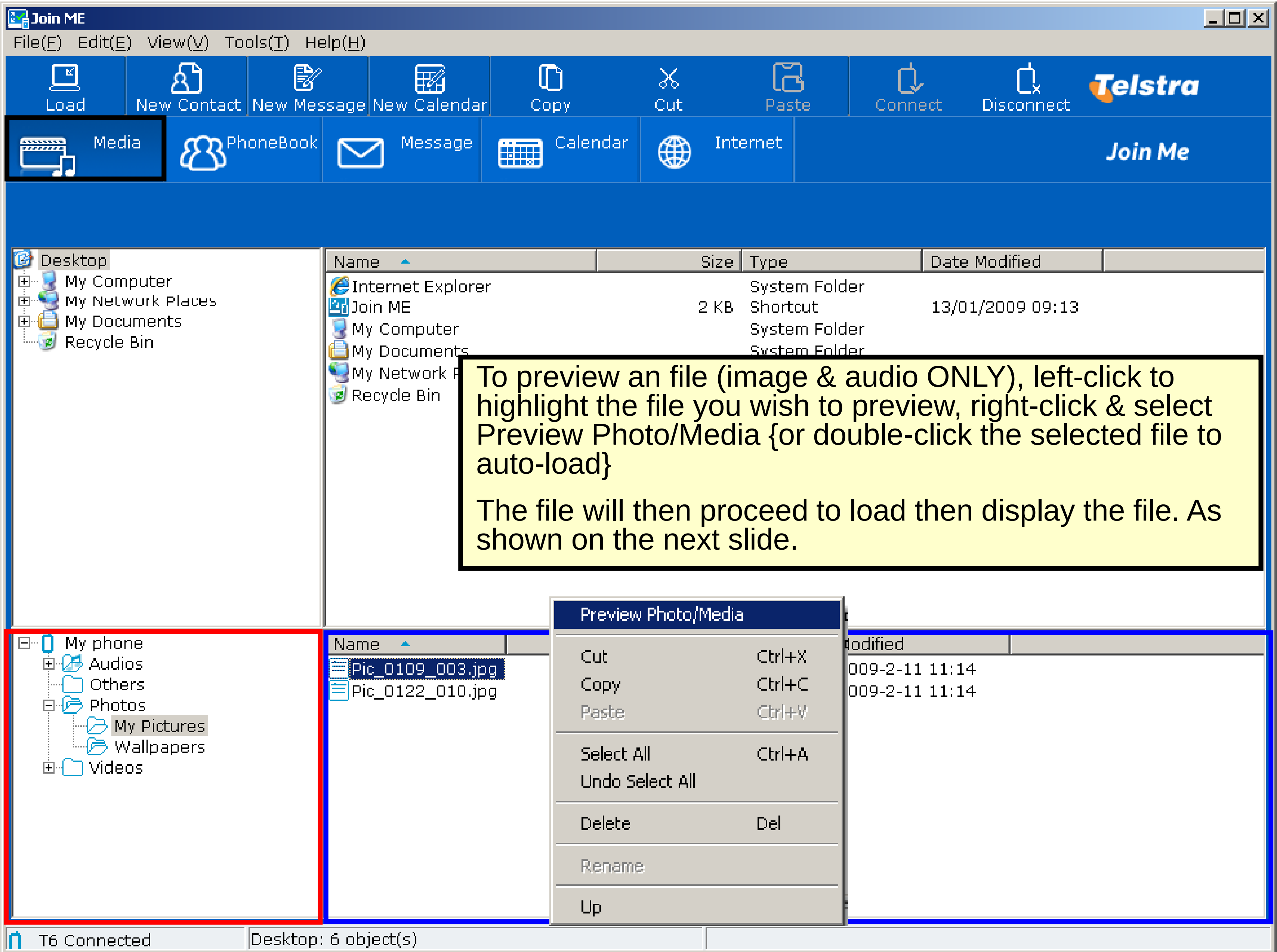
The ‘Phone Explorer’



In the example shown we see an expanded view of all the ‘Phone Explorer’ folders. This is the same directory structure as seen on the handset in ‘File Manager’.

With the ‘My Pictures’ folder highlighted (as shown) we see 2 image files.

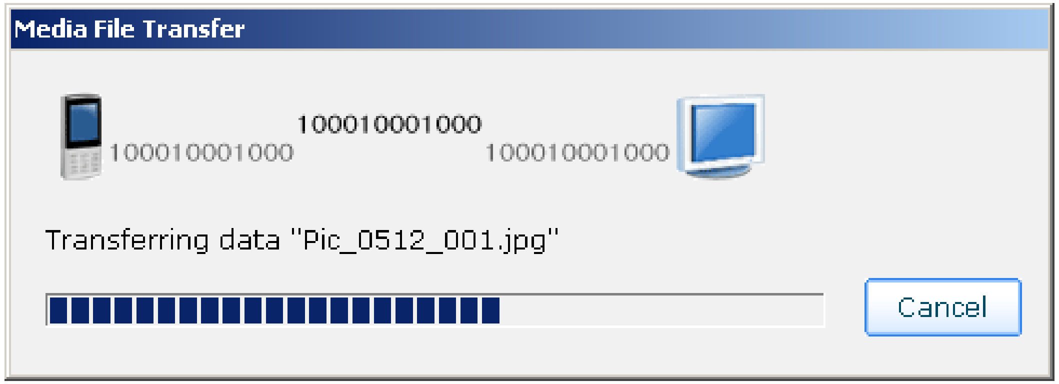
Previewing files

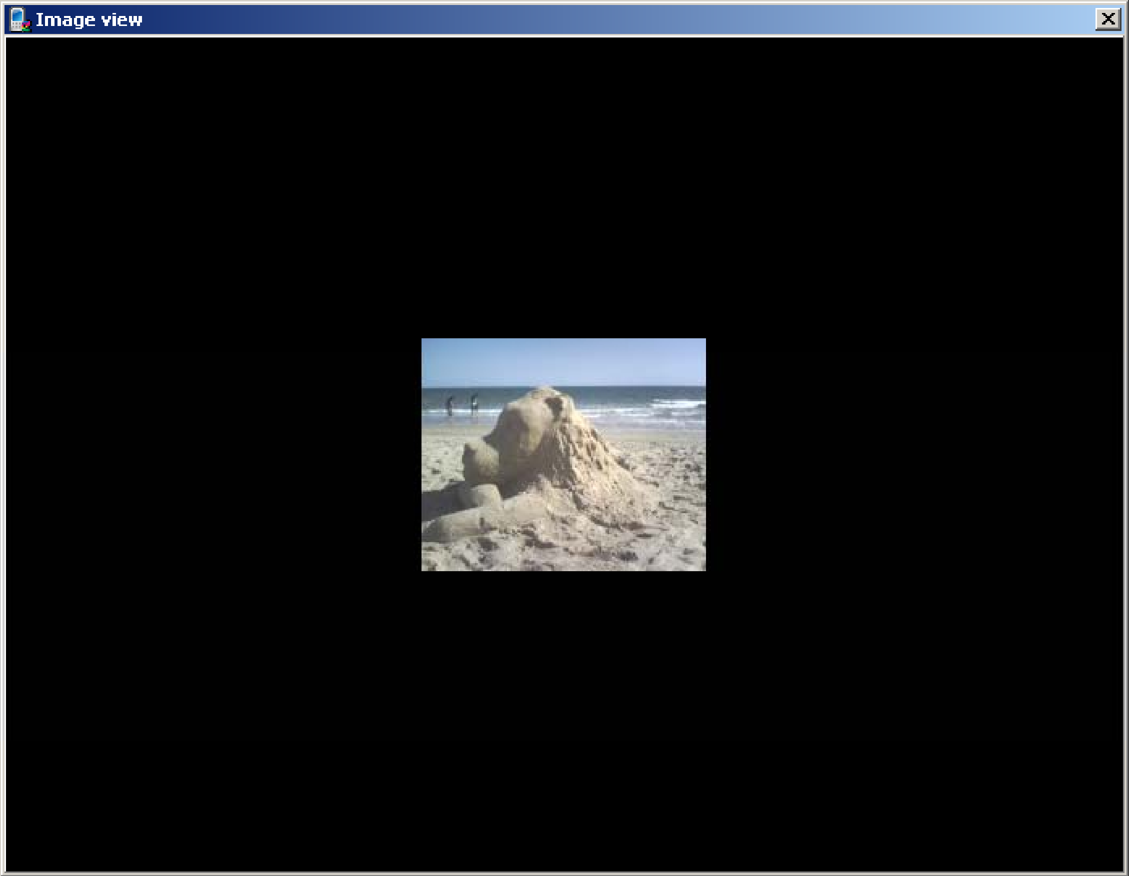


To preview an file (image & audio ONLY), left-click to highlight the file you wish to preview, right-click & select Preview Photo/Media {or double-click the selected file to auto-load}

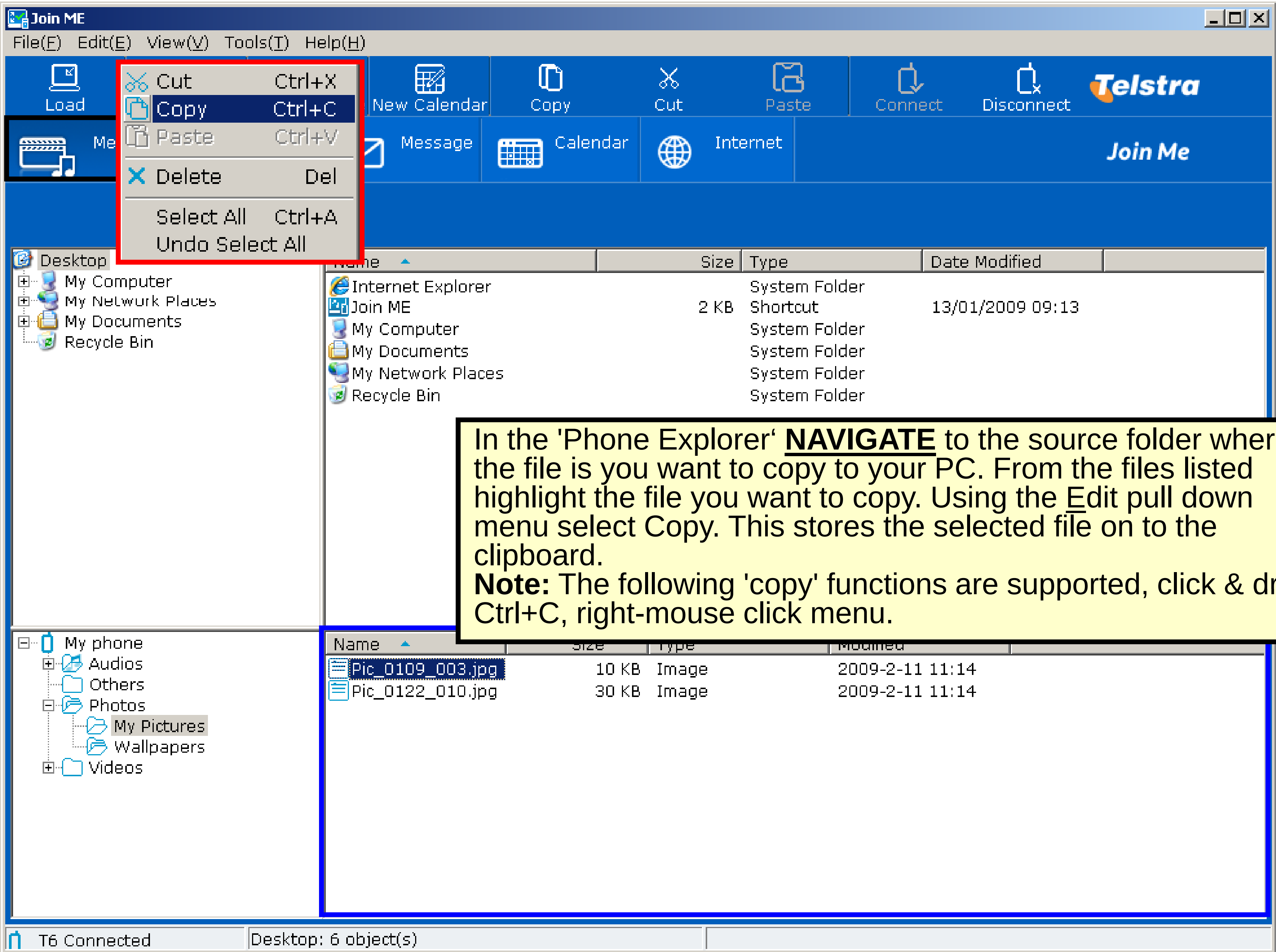
The file will then proceed to load then display the file. As shown on the next slide.

Previewing files





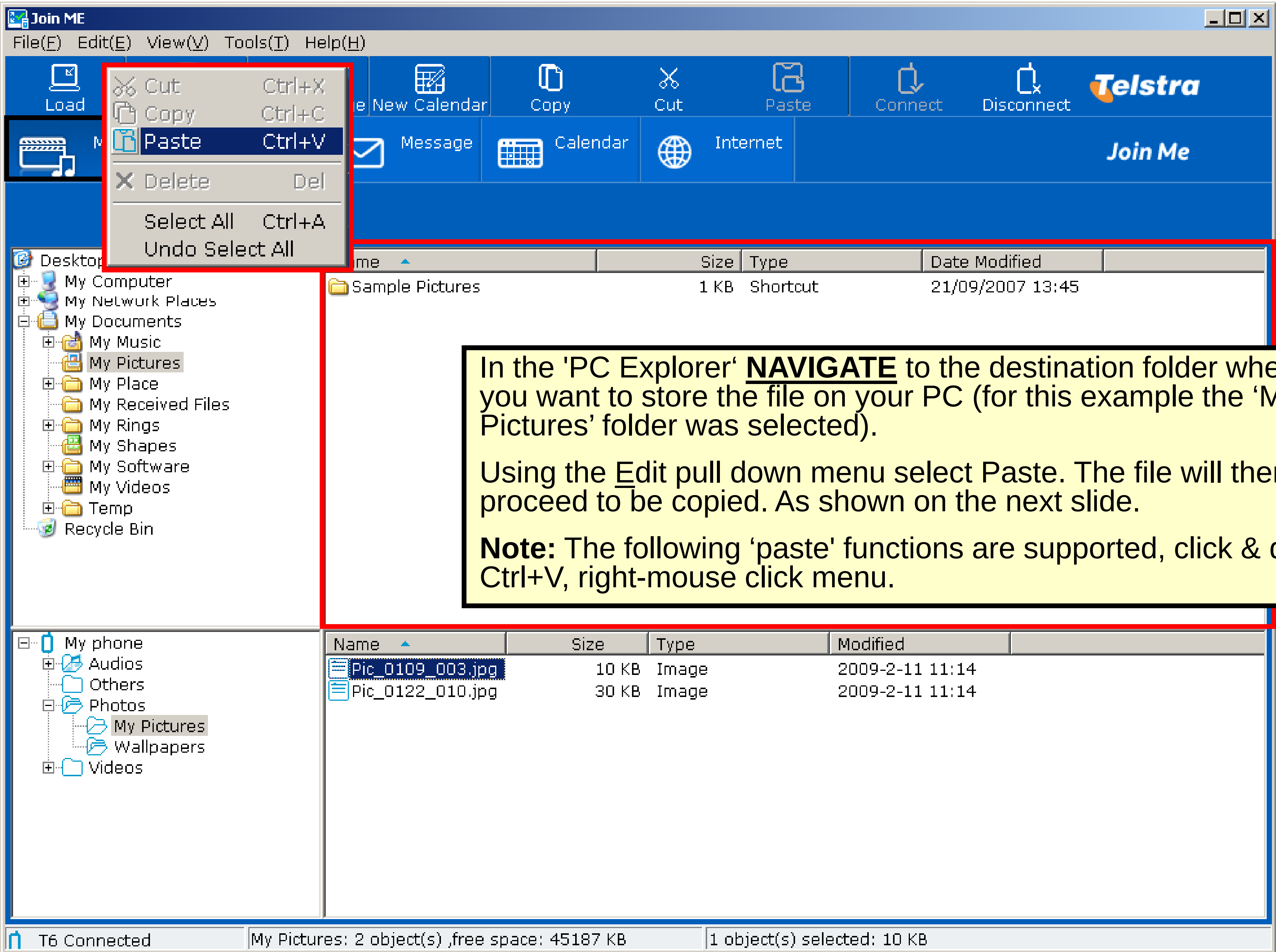
Copy file - phone to clipboard



In the 'Phone Explorer' **NAVIGATE** to the source folder where the file is you want to copy to your PC. From the files listed highlight the file you want to copy. Using the Edit pull down menu select Copy. This stores the selected file on to the clipboard.

Note: The following 'copy' functions are supported, click & drag, Ctrl+C, right-mouse click menu.

Paste file - phone to PC

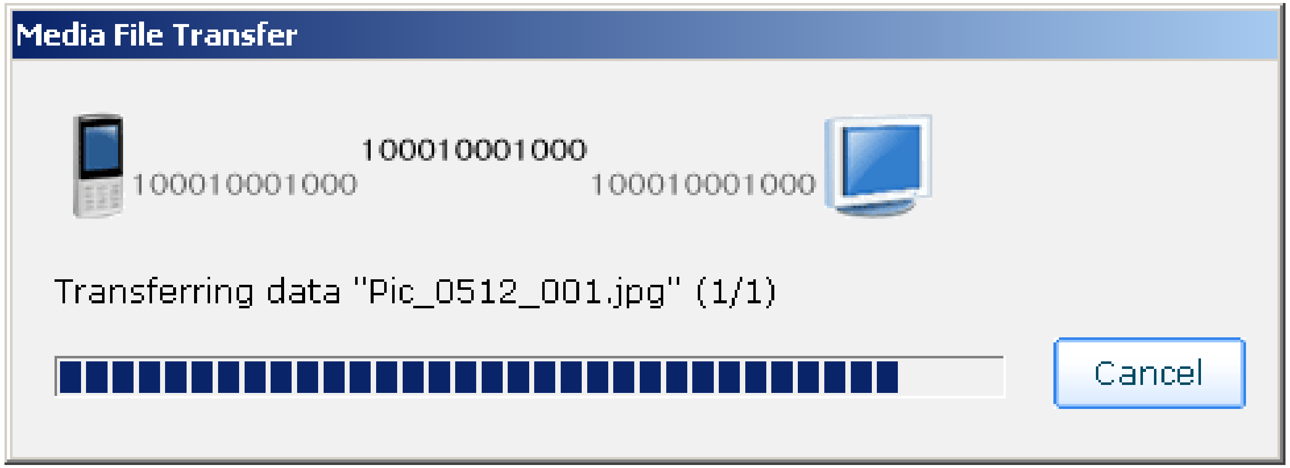


In the 'PC Explorer' **NAVIGATE** to the destination folder where you want to store the file on your PC (for this example the 'My Pictures' folder was selected).

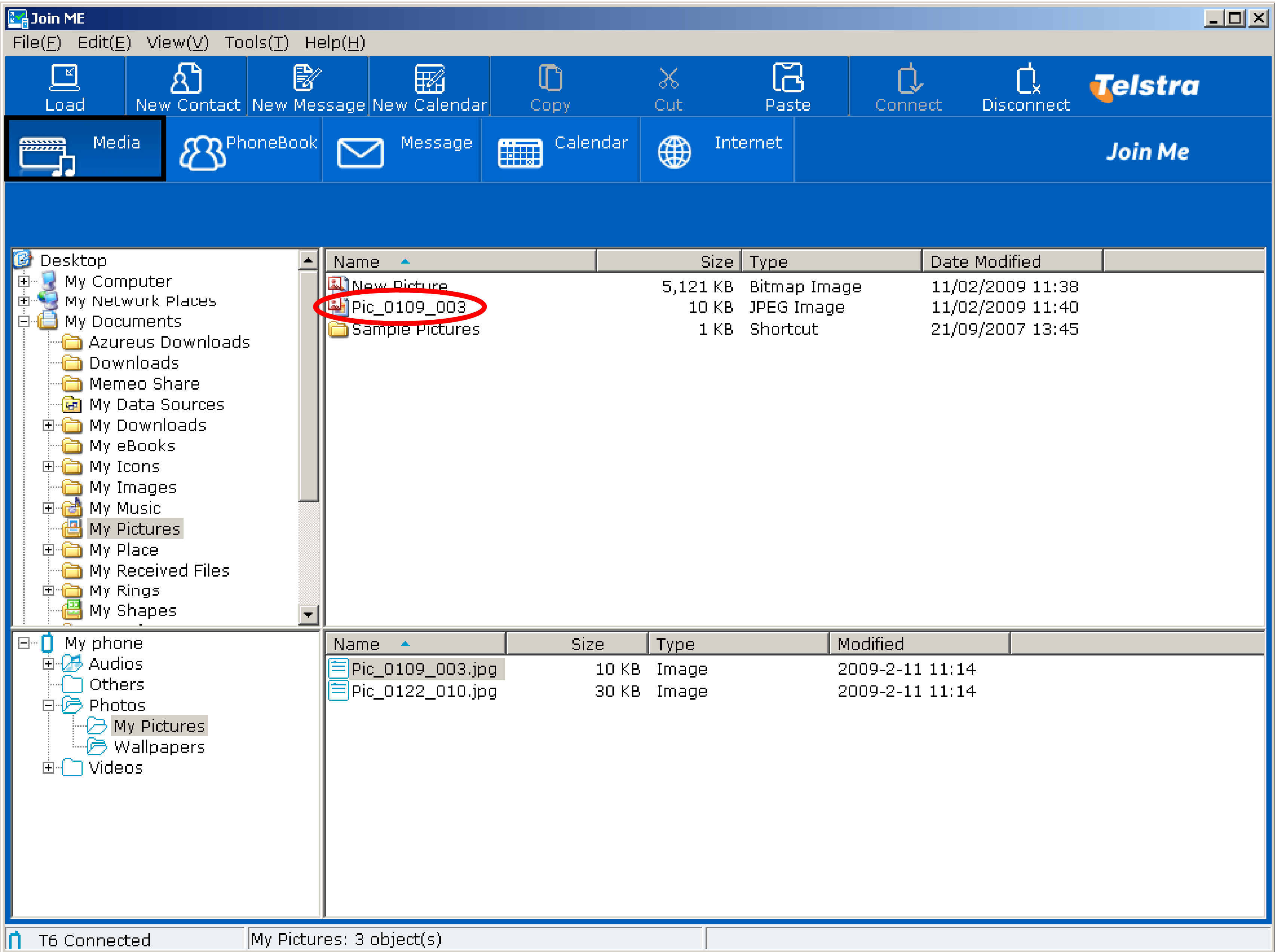
Using the Edit pull down menu select Paste. The file will then proceed to be copied. As shown on the next slide.

Note: The following 'paste' functions are supported, click & drag, Ctrl+V, right-mouse click menu.

Copy file from PC to phone



File now on PC

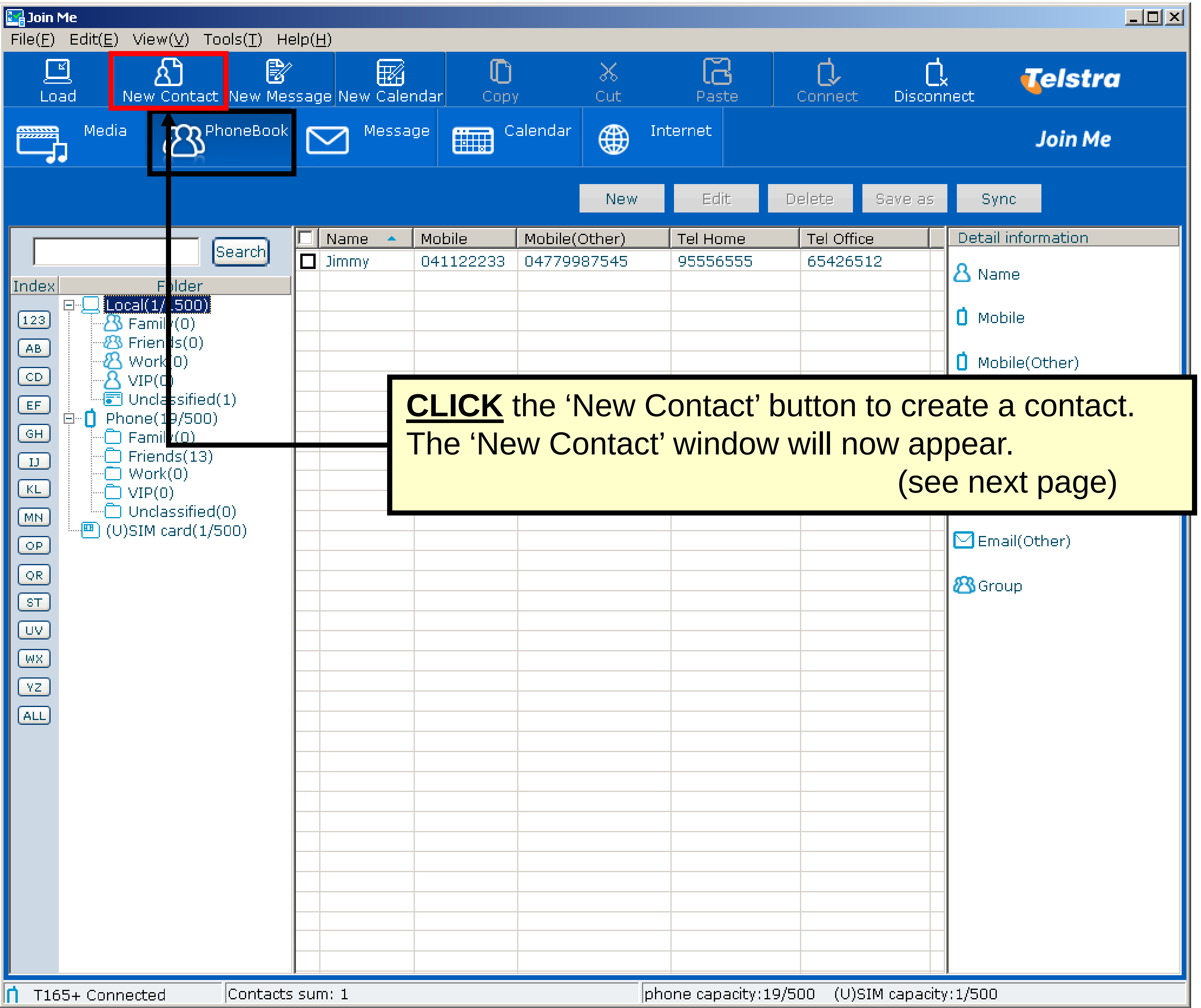


Copy files from PC to phone

- Follow the same method as outlined on the previous pages. Your PC will now be the source & your phone the destination.
  Eg.
  Transferring mp3 files to your handset.

Note:
Other file types also can be sent to your mobile phone. However, the mobile phone may just act as a mobile storage device as not all file types are supported on the phone.

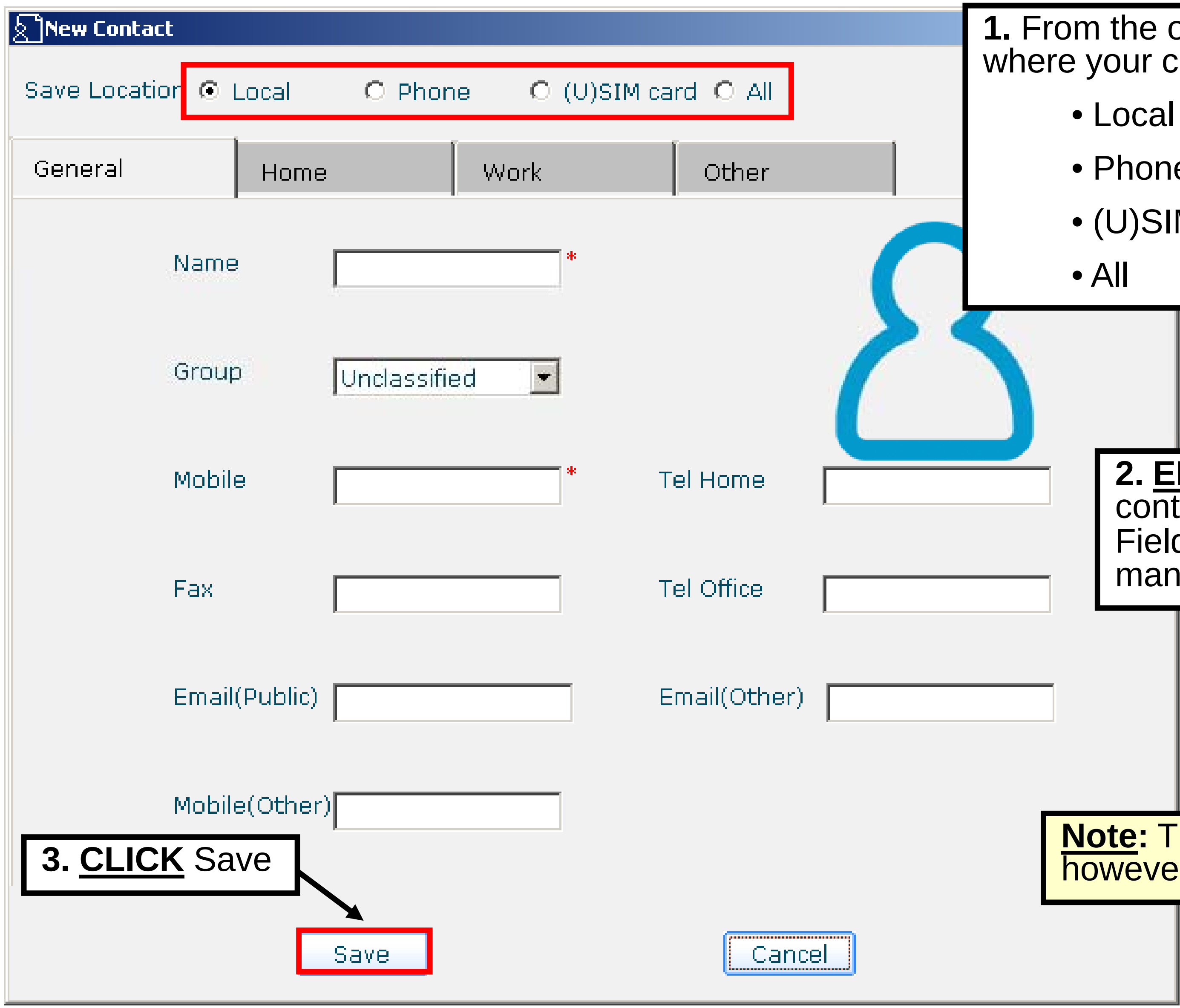
Creating Contacts



CLICK the ‘New Contact’ button to create a contact. The ‘New Contact’ window will now appear.

(see next page)

Creating a 'New Contact'



1. From the options listed **SELECT** the location where your contact will be saved:

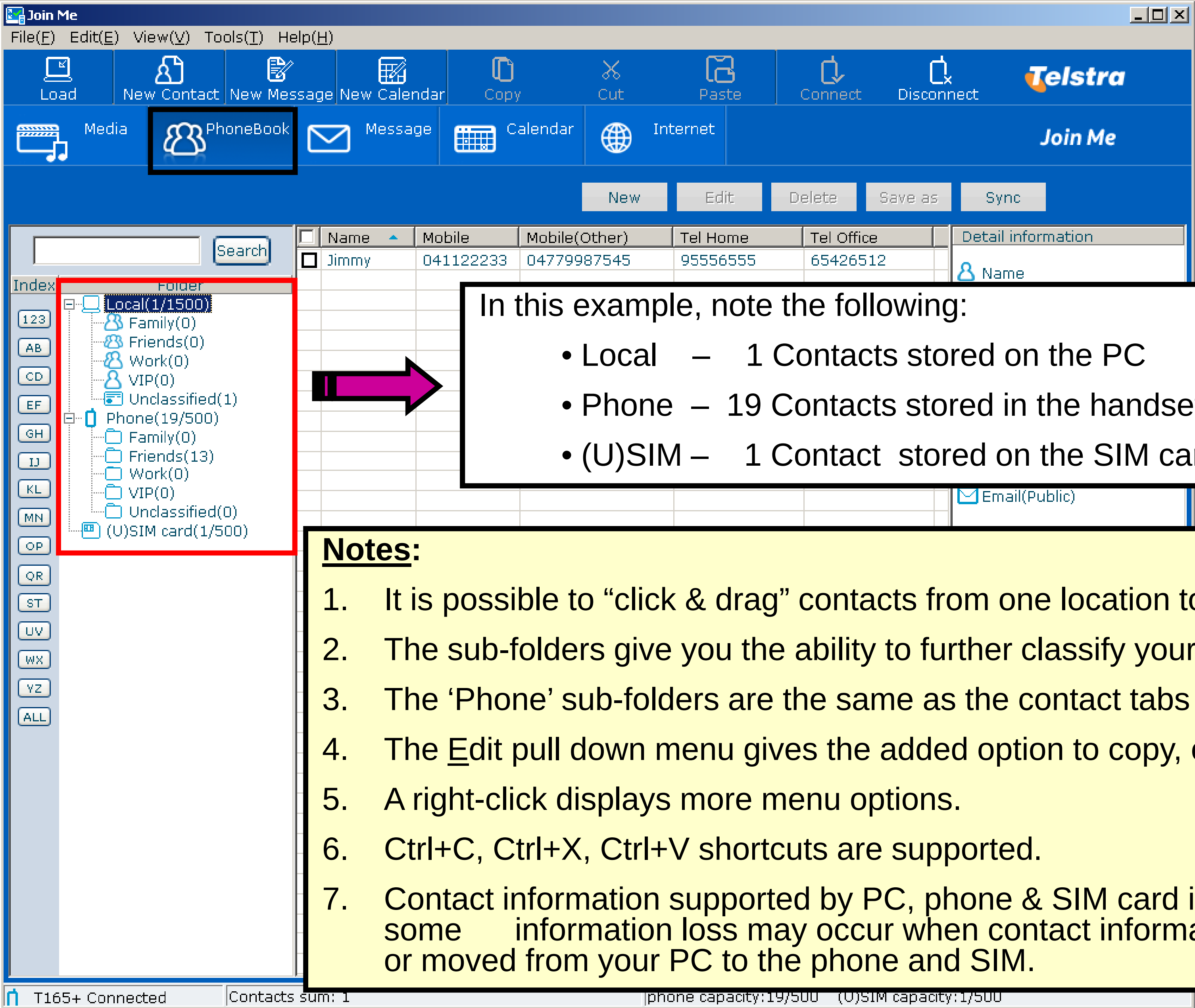
- Local – stored on your PC
- Phone – stored in the handset memory
- (U)SIM – stored on the SIM card
- All – local, phone & (U)SIM

2. ENTER all the information for the contact you wish to create.
Fields marked with a * are mandatory.

3. CLICK Save

Note: There is space to insert a picture, however this is not supported.

Contact Management



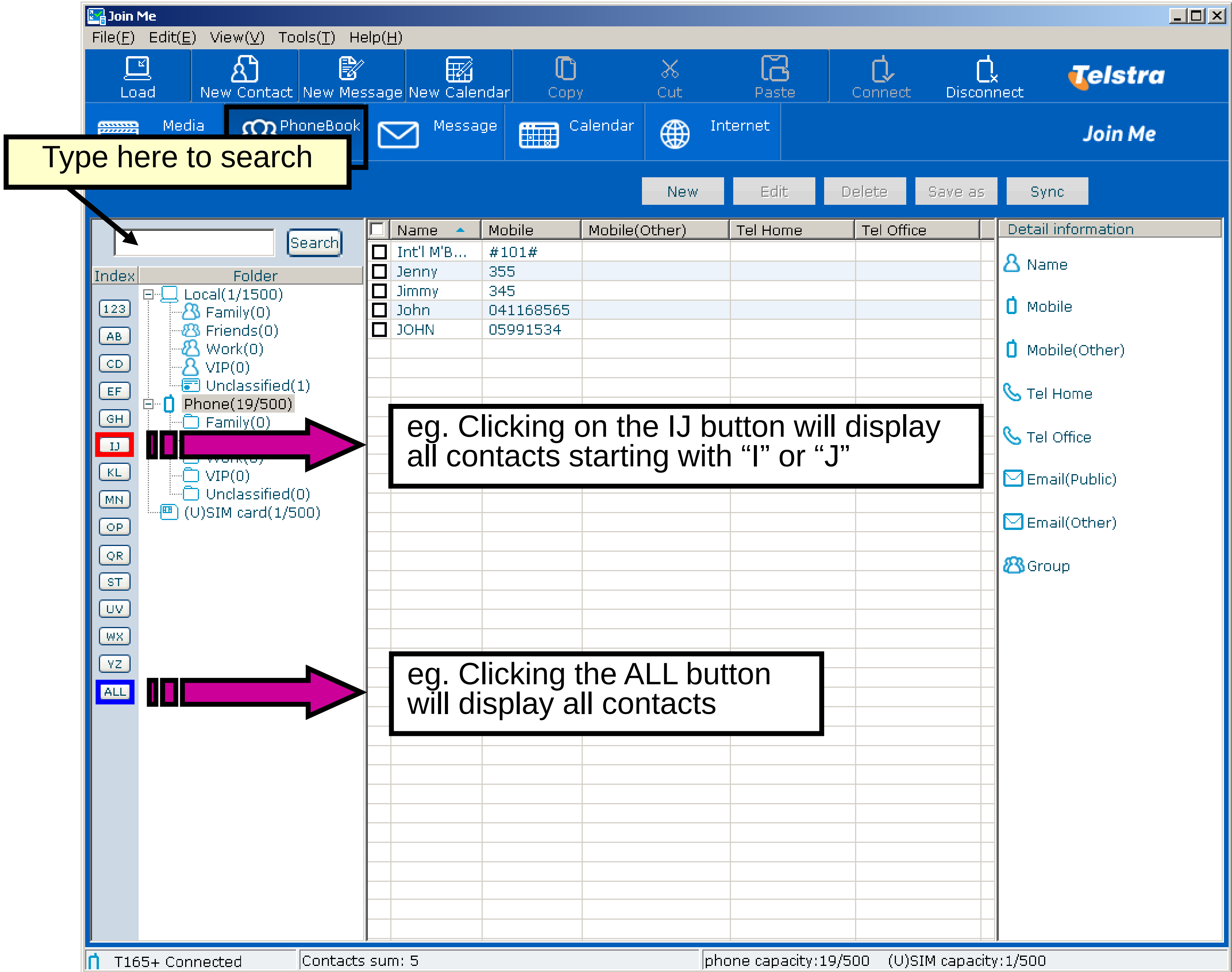
In this example, note the following:

- Local – 1 Contacts stored on the PC
- Phone – 19 Contacts stored in the handset memory
- (U)SIM – 1 Contact stored on the SIM card

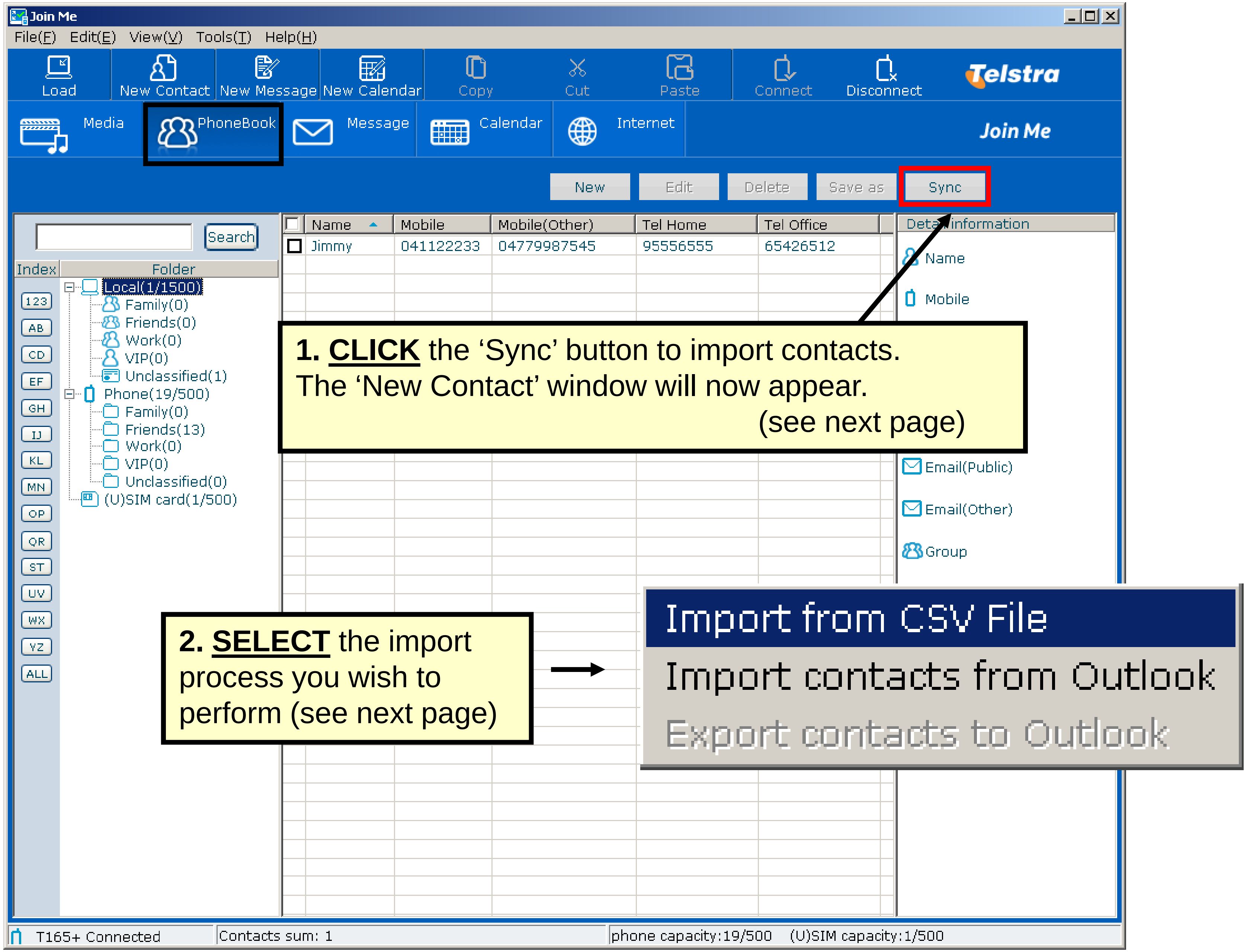
Notes:

1. It is possible to "click & drag" contacts from one location to another.
2. The sub-folders give you the ability to further classify your contacts.
3. The 'Phone' sub-folders are the same as the contact tabs on your phone.
4. The Edit pull down menu gives the added option to copy, cut & paste.
5. A right-click displays more menu options.
6. Ctrl+C, Ctrl+X, Ctrl+V shortcuts are supported.
7. Contact information supported by PC, phone & SIM card is different, some information loss may occur when contact information is copied or moved from your PC to the phone and SIM.

Searching Contacts



Phonebook Sync

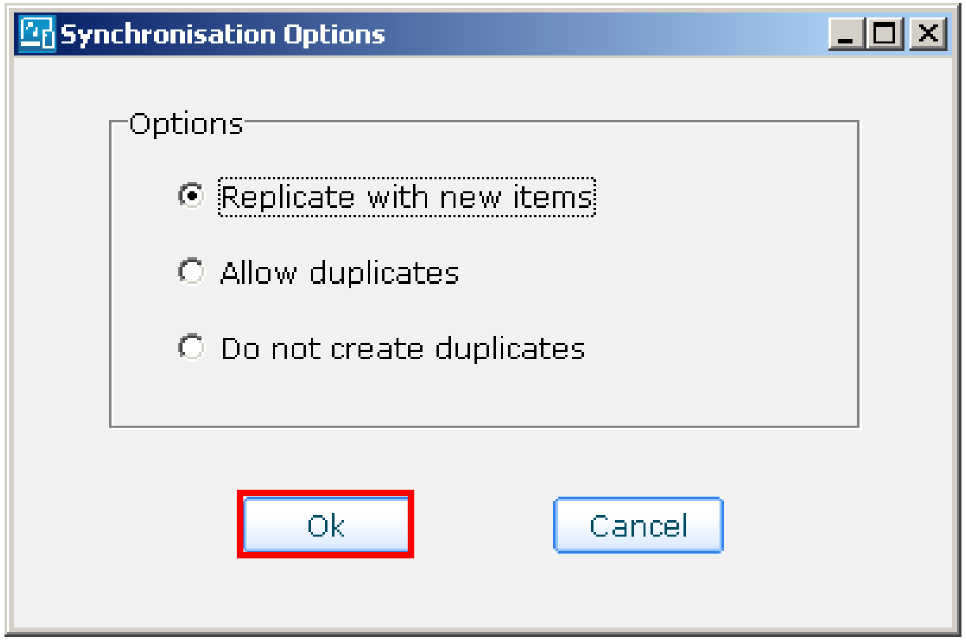


Import from CSV

- There is information on how to import contacts from a CSV file in to Join Me on the FAQ page of the ZTE website. About half way down the page under "FAQ 3 - Connectivity: Using Join Me and Bluetooth devices" there is a faq titled "How do I import contacts into Join Me?".
  Please follow the procedure you can download for assistance.

Import Contacts from Outlook

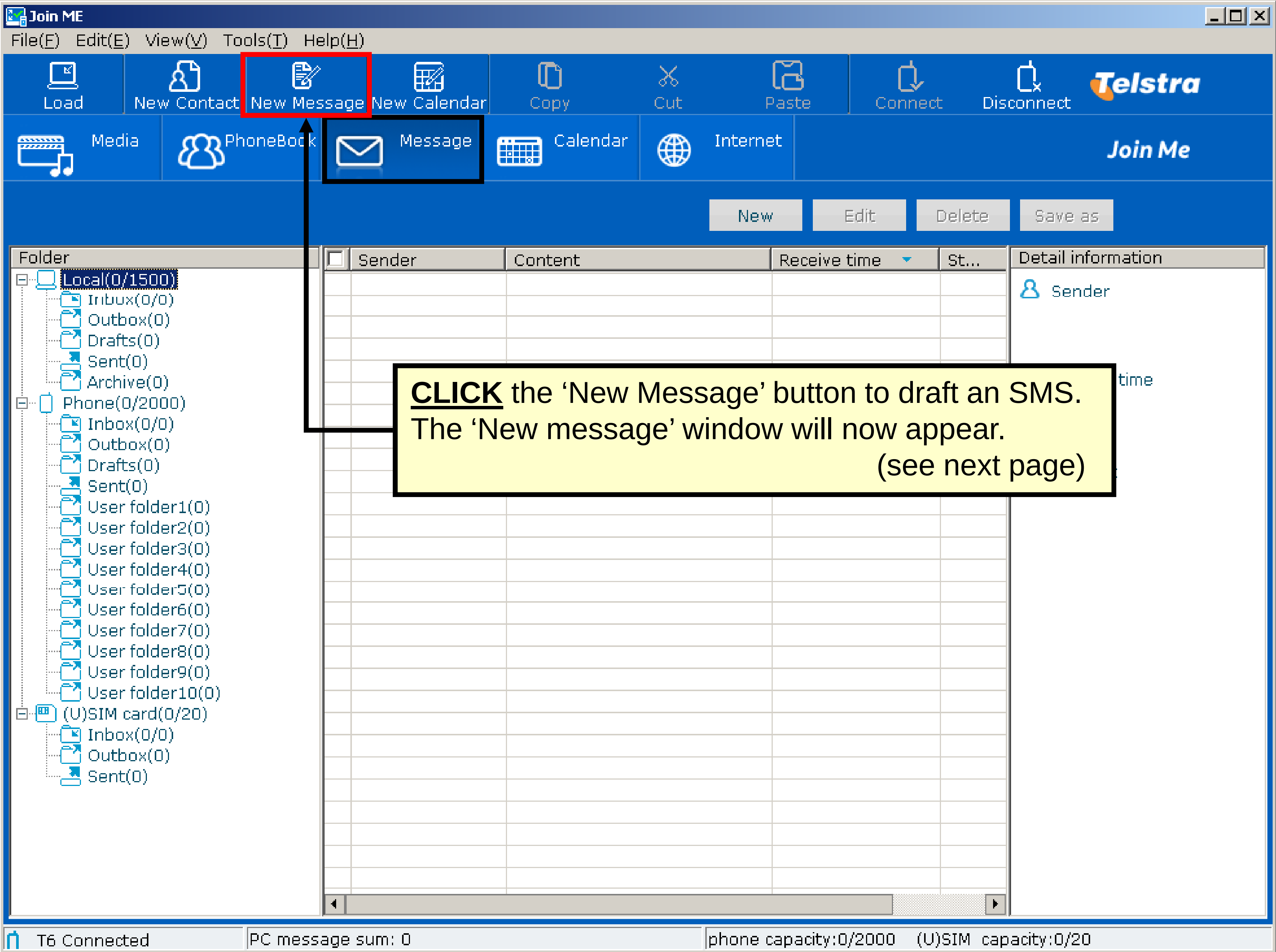
1. SELECT the appropriate synchronisation option, click OK & follow the prompts



Note:

If you are having trouble with the importing of contacts from Outlook not all functions are supported. ZTE suggest you follow the Import from CSV process outline on the previous page.

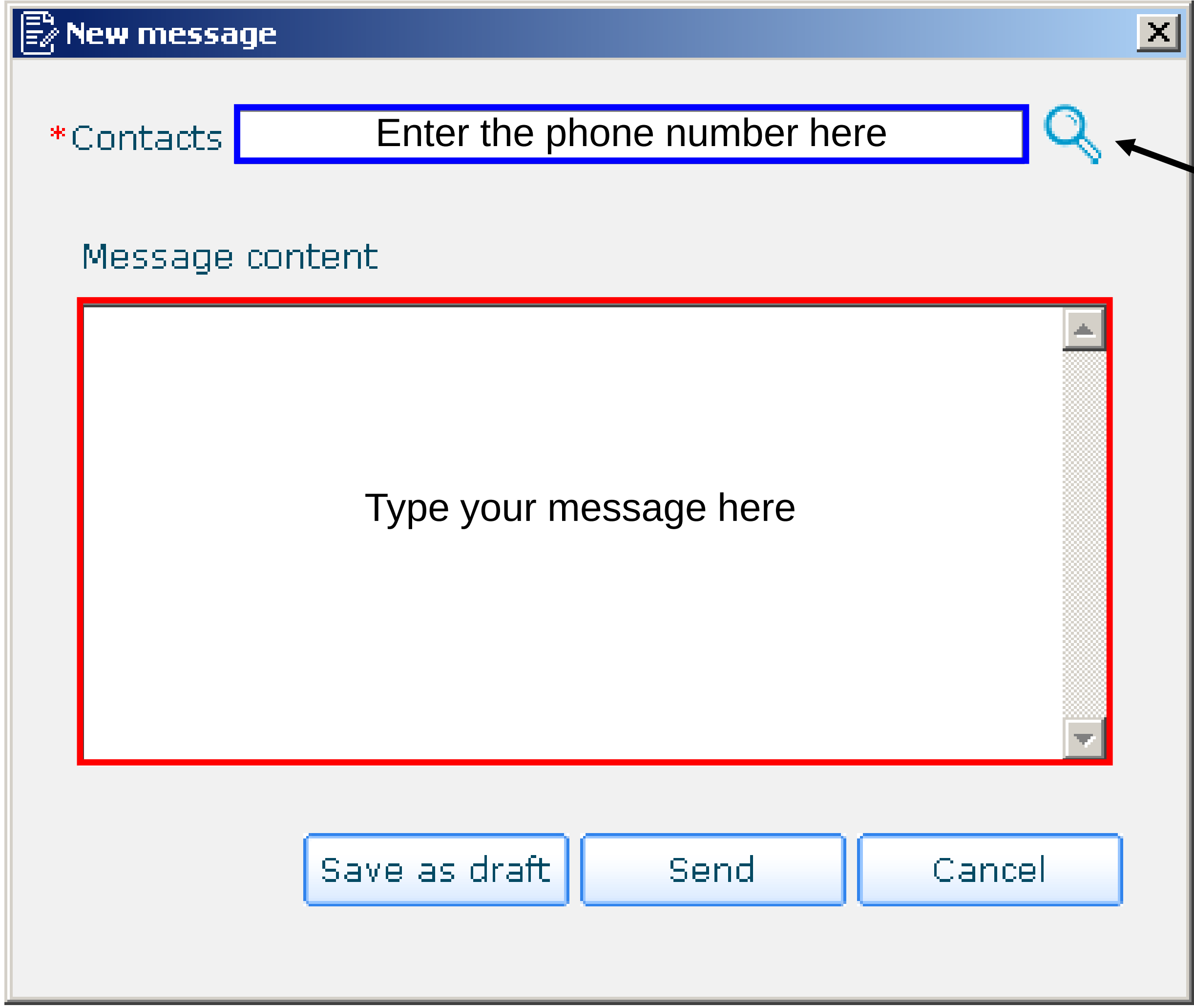
Sending Text Messages (SMS)



CLICK the 'New Message' button to draft an SMS. The 'New message' window will now appear.

(see next page)

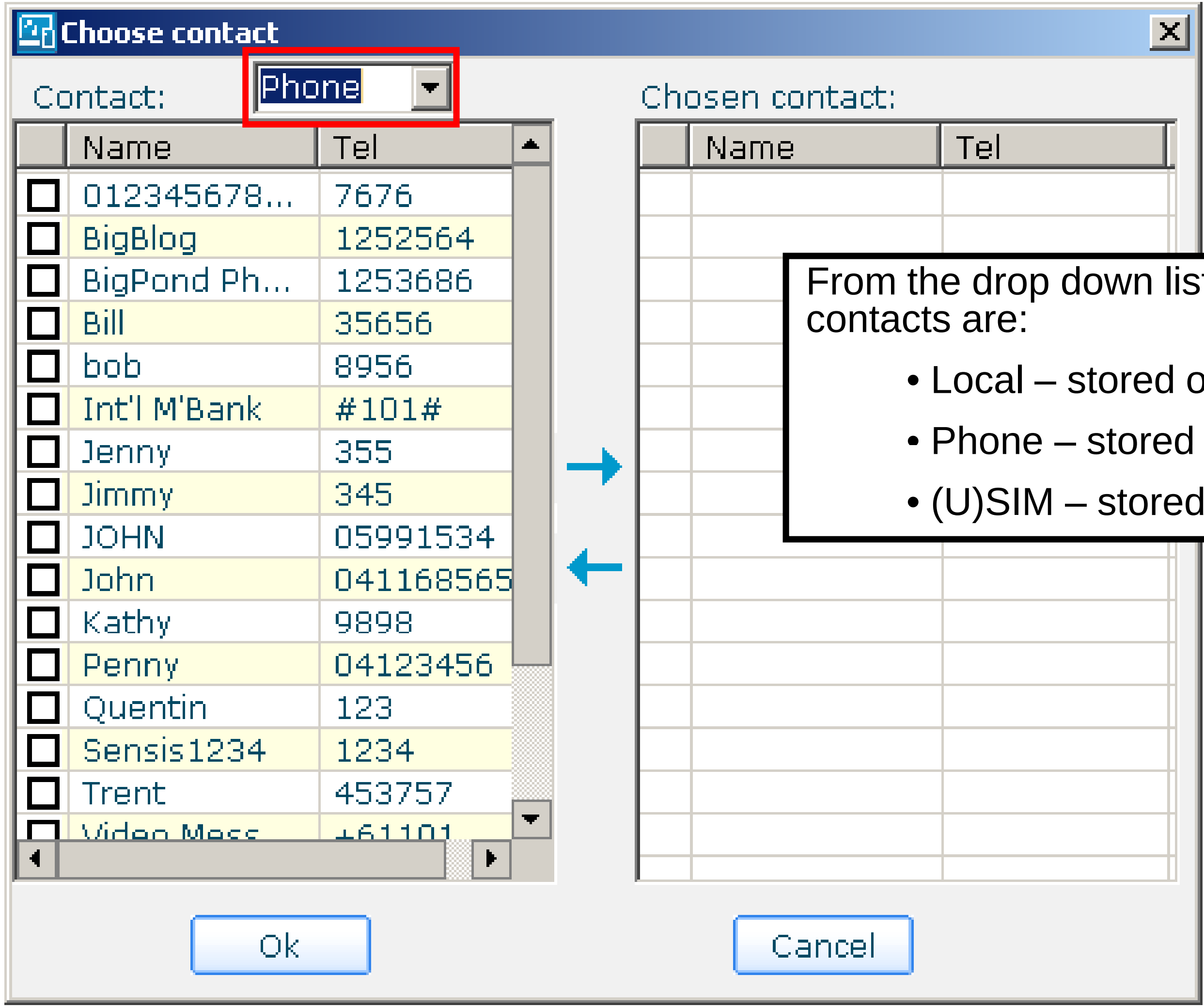
Sending SMS



CLICK the magnifying glass to select a contact from local, phone or (U)SIM.

Note: You can send the same message to multiple recipients

Sending SMS

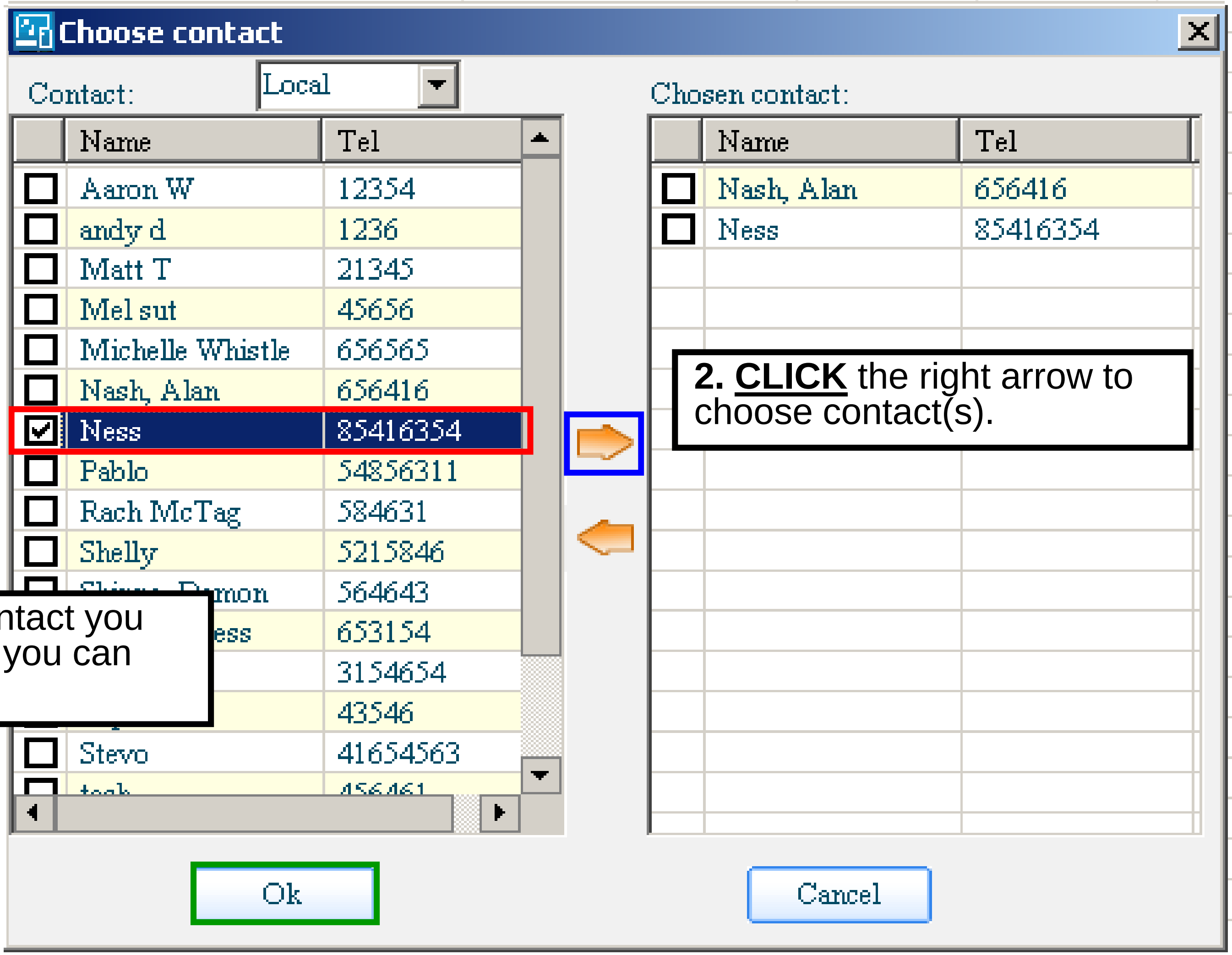


From the drop down list select the location where your contacts are:

- Local – stored on your PC
- Phone – stored in the handset memory
- (U)SIM – stored on the SIM card

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Sending SMS

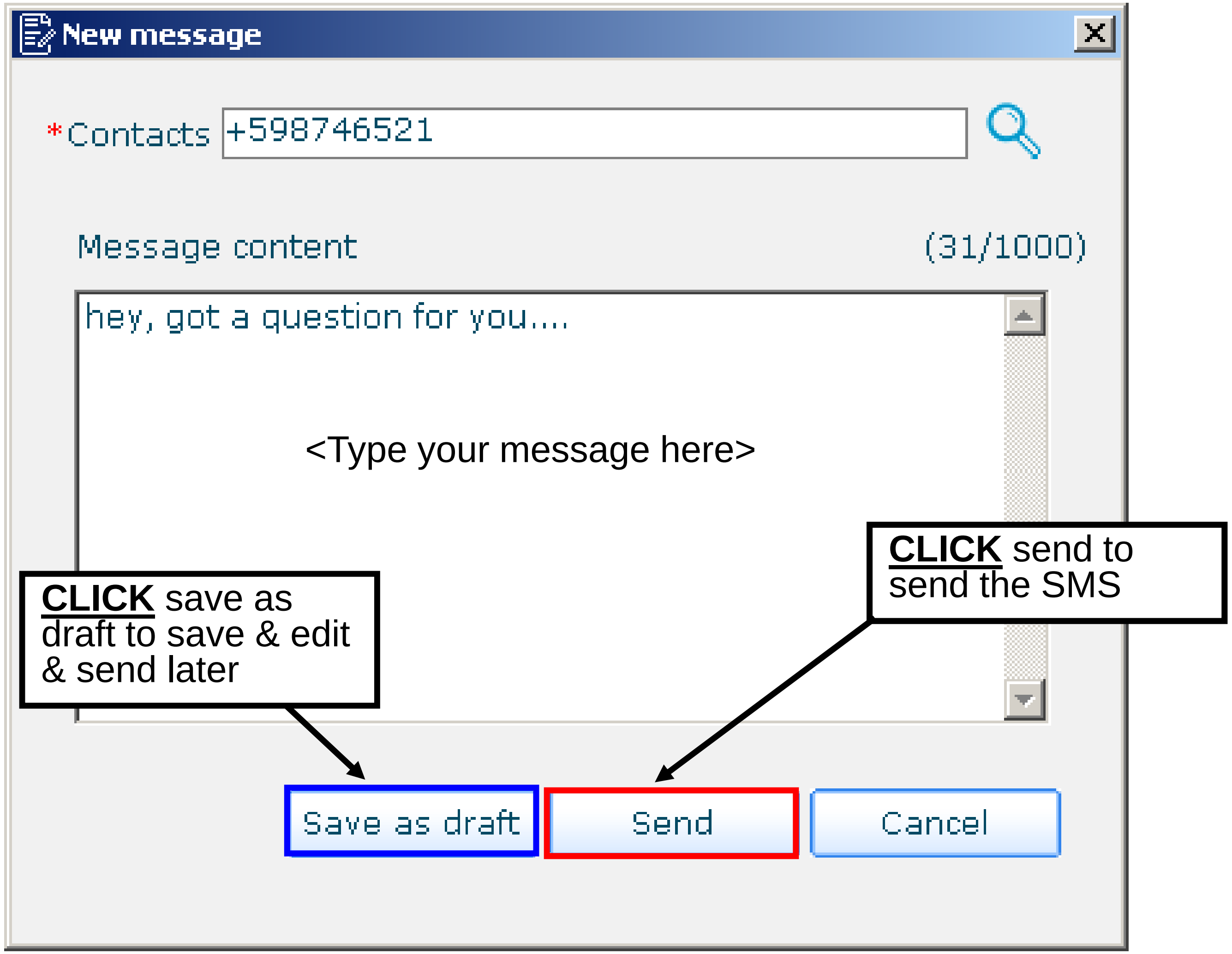


1. TICK the box of the contact you wish to SMS. Remember you can select more than one.

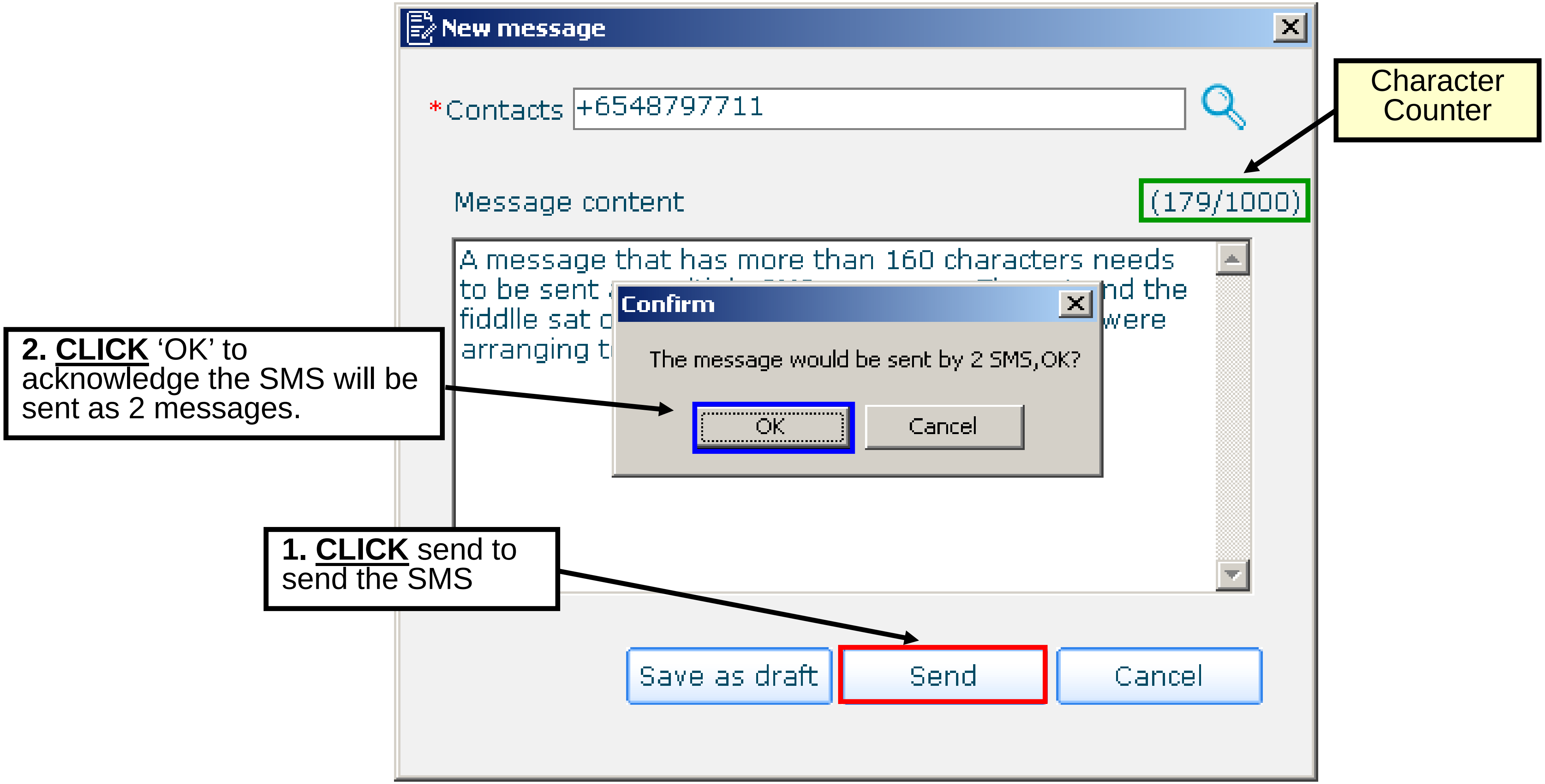
2. CLICK the right arrow to choose contact(s).

3. Click OK to continue.

Sending SMS


New message
*Contacts
+598746521
Message content
(31/1000)
hey, got a question for you....
<Type your message here>
CLICK save as draft to save & edit & send later
CLICK send to send the SMS
Save as draft
Send
Cancel

SMS – Message Length



❑ The maximum length of an SMS is 160 characters by default. If this maximum is exceeded the SMS will be sent as 2 SMS.

SMS – Unicode characters



❑ The characters indicated by a red box in the image here are Unicode Characters. This means that they are not part of the standard SMS character set and they require 2 SMS characters to transmit them. If you use any of these characters in your message the message length is limited to 70 characters. If you exceed 70 characters then the message will be sent using 2 SMS messages.

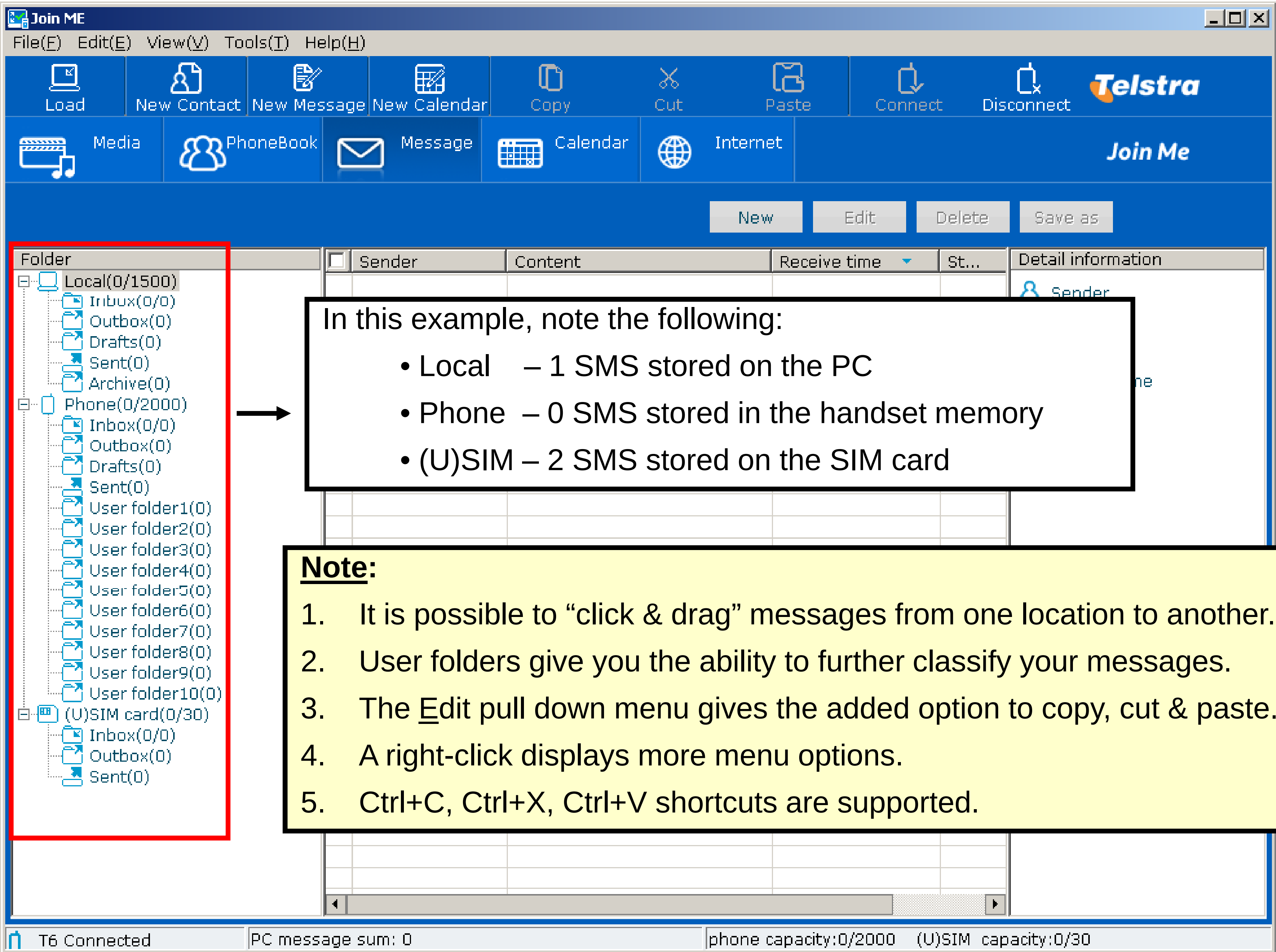
Sending SMS



<u>Note</u>: The ‘Sending message’ window will be displayed showing the status of your sent message.

❑ SMS messages sent from Join Me are **<u>stored on your PC</u>** in the ‘Local’ folder of the ‘Message’ tab.

Message Management



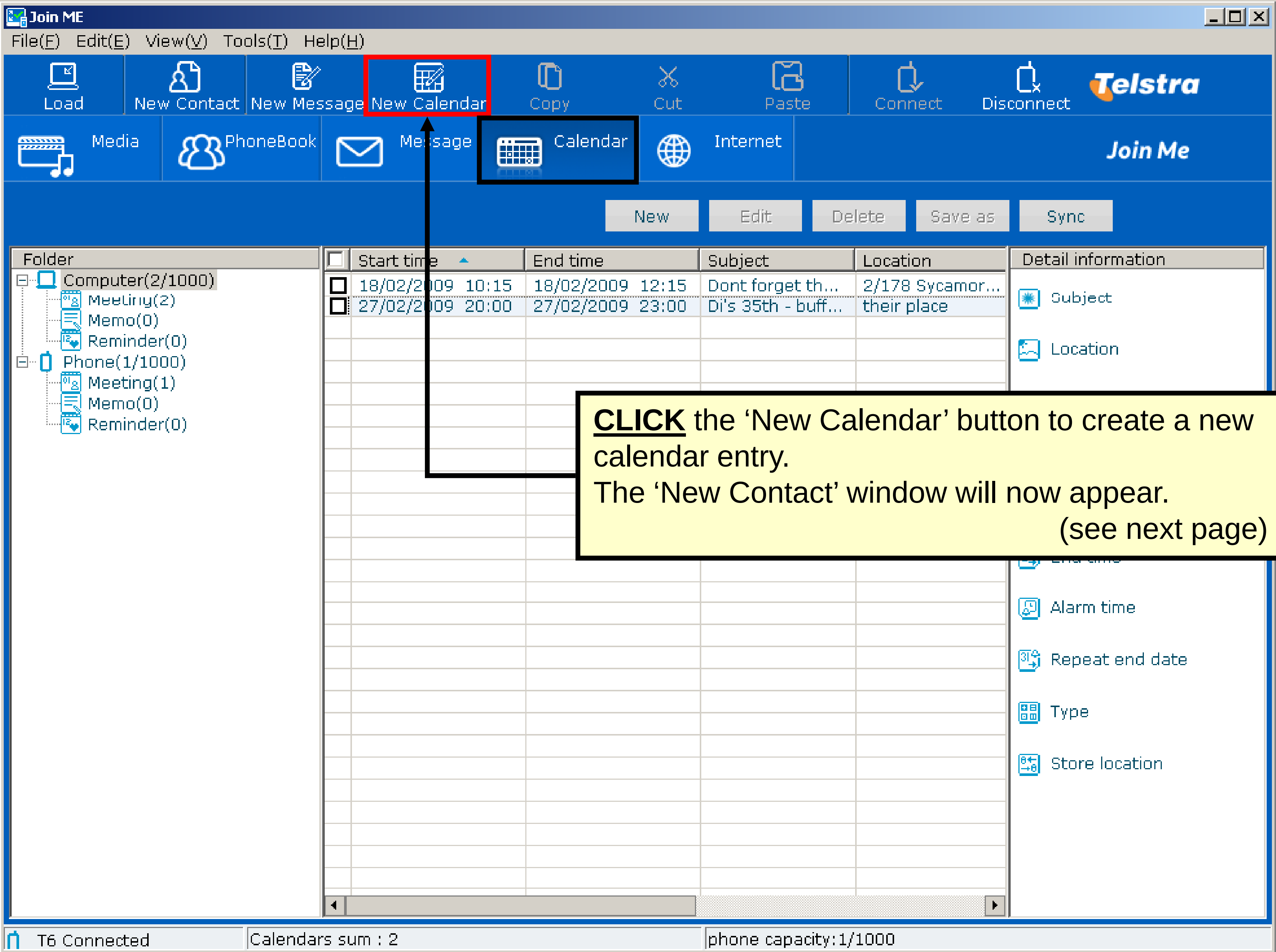
In this example, note the following:

- Local – 1 SMS stored on the PC
- Phone – 0 SMS stored in the handset memory
- (U)SIM – 2 SMS stored on the SIM card

Note:

1. It is possible to “click & drag” messages from one location to another.
2. User folders give you the ability to further classify your messages.
3. The Edit pull down menu gives the added option to copy, cut & paste.
4. A right-click displays more menu options.
5. Ctrl+C, Ctrl+X, Ctrl+V shortcuts are supported.

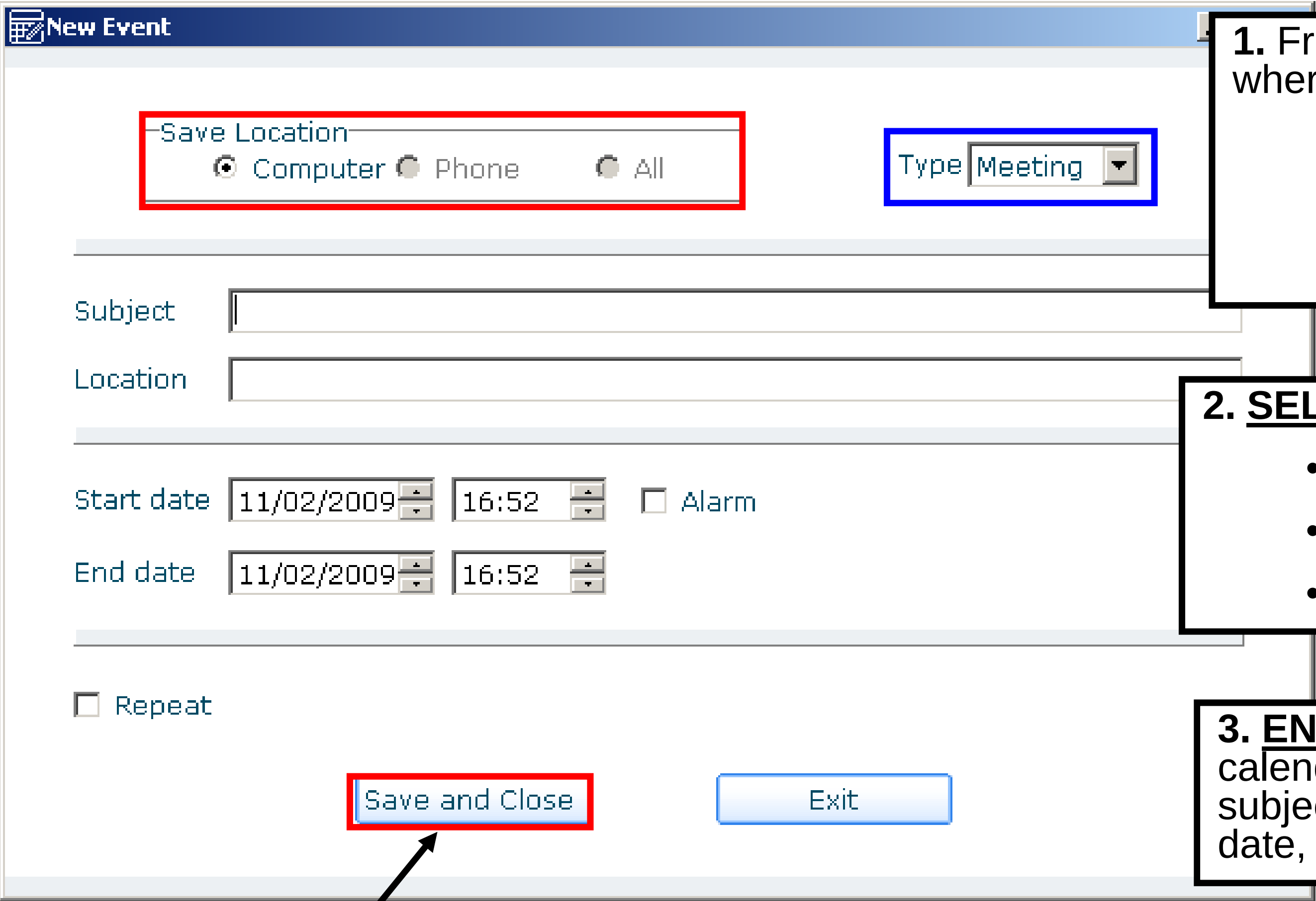
Creating Calendar Entries



CLICK the 'New Calendar' button to create a new calendar entry.
The 'New Contact' window will now appear.
(see next page)

ZTE

Creating a 'New Calendar'



1. From the options listed **SELECT** the location where your calendar entry will be saved:

- Computer – stored on your PC
- Phone – stored in the handset memory
- All – local & phone

2. SELECT the type of calendar entry:

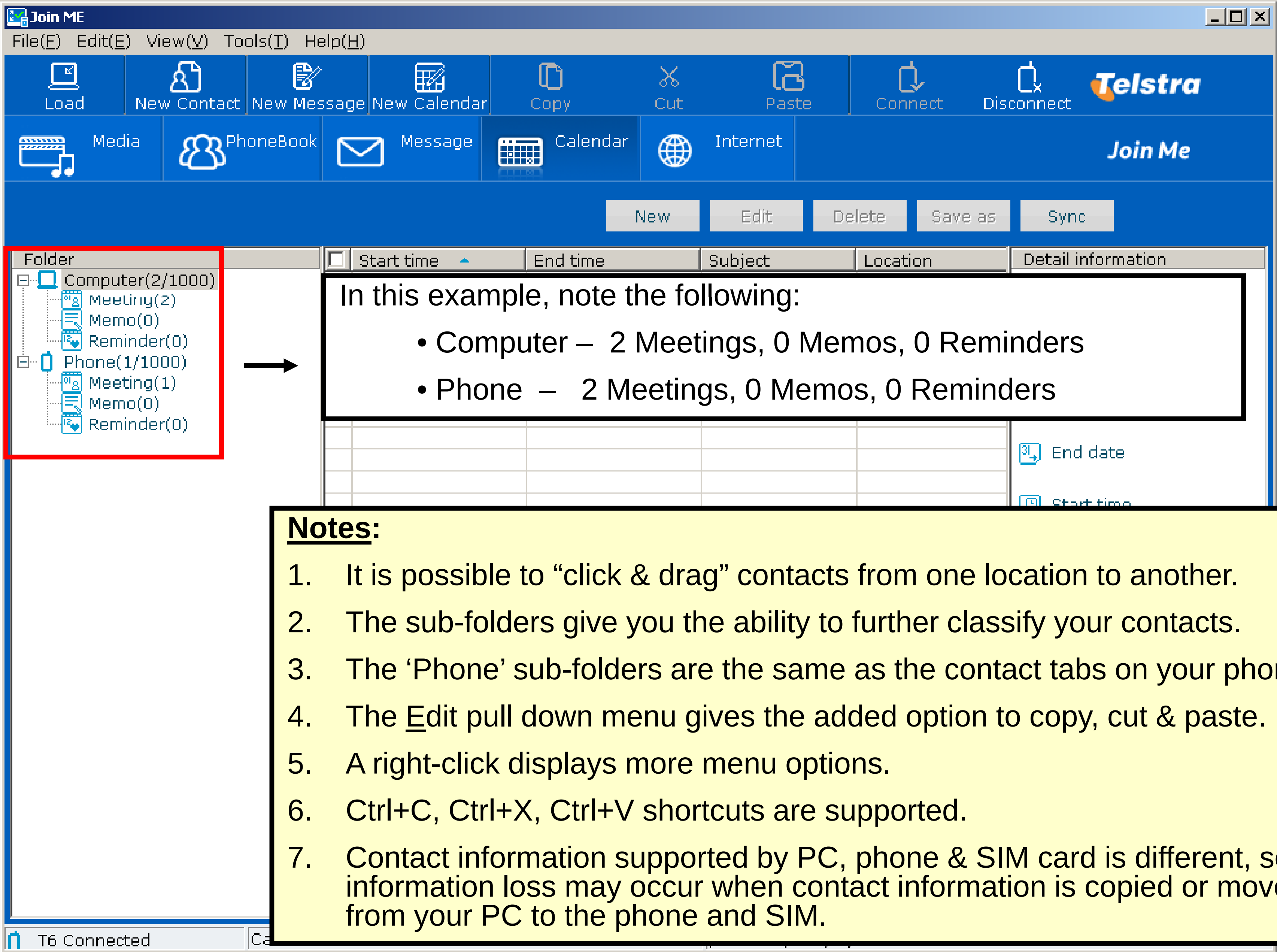
- Meeting
- Memo
- Reminder

3. ENTER the information for the calendar entry you wish to create. ie. subject, location, start date, end date, alarm & repeat.

4. CLICK Save & Close

Note: See your User Manual for more information on how to set appointments in the calendar.

Calendar Management



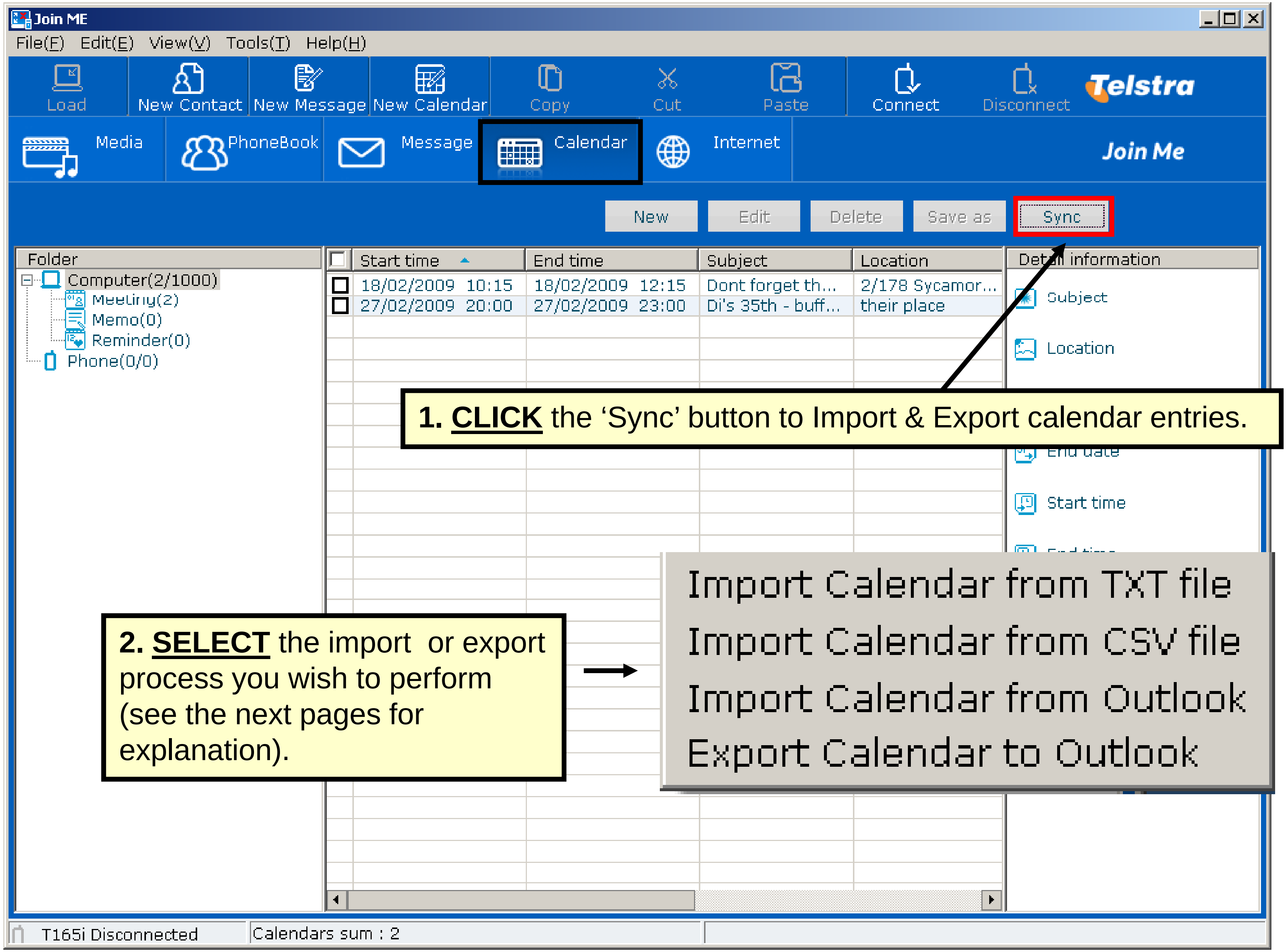
In this example, note the following:

- Computer – 2 Meetings, 0 Memos, 0 Reminders
- Phone – 2 Meetings, 0 Memos, 0 Reminders

Notes:

1. It is possible to “click & drag” contacts from one location to another.
2. The sub-folders give you the ability to further classify your contacts.
3. The ‘Phone’ sub-folders are the same as the contact tabs on your phone.
4. The Edit pull down menu gives the added option to copy, cut & paste.
5. A right-click displays more menu options.
6. Ctrl+C, Ctrl+X, Ctrl+V shortcuts are supported.
7. Contact information supported by PC, phone & SIM card is different, some information loss may occur when contact information is copied or moved from your PC to the phone and SIM.

Calendar Sync



1. CLICK the 'Sync' button to Import & Export calendar entries.

2. SELECT the import or export process you wish to perform (see the next pages for explanation).

Import Calendar from TXT

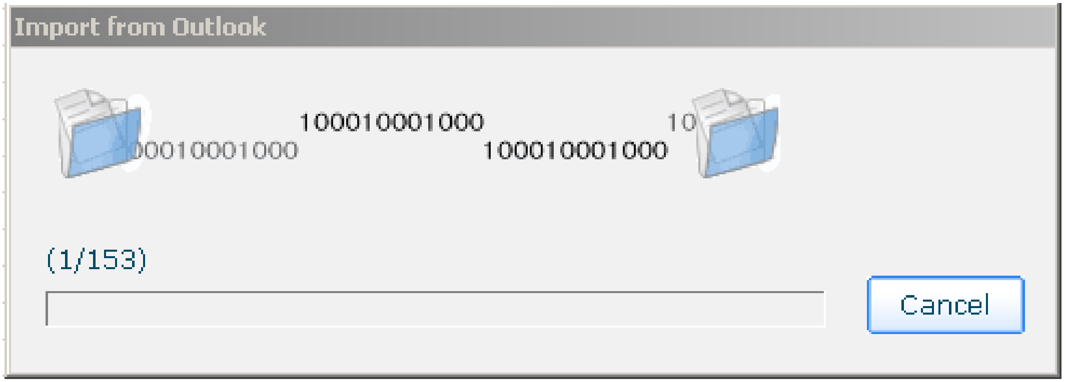
- This method is recommended for users with advanced PC skills. Hint: Create & save a dummy calendar entry to understand the text file format. Intermediate PC users please following the ‘Import Calendar from CSV’ procedure as outline on the next page.

Import Calendar from CSV

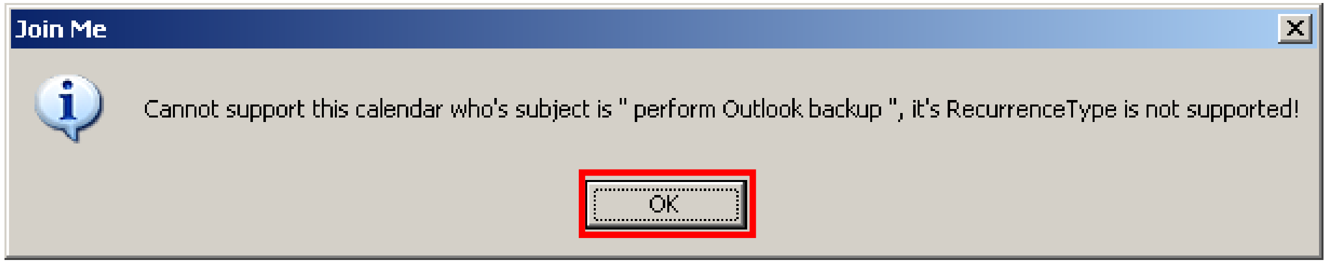
- There is information on how to import calendar entries from a CSV file in to Join Me on the FAQ page of the ZTE website. About half way down the page under "FAQ 3 - Connectivity: Using Join Me and Bluetooth devices" there is a faq titled "How do I import calendar entries into Join Me?".
  Please follow the procedure you can download for assistance.

Import Calendar from Outlook

1. The import from Outlook process will launch automatically.



2. If prompted that a calendar entry cannot be imported **CLICK** OK to continue.
Note: The handset calendar does not support all the MS Outlook Calendar features

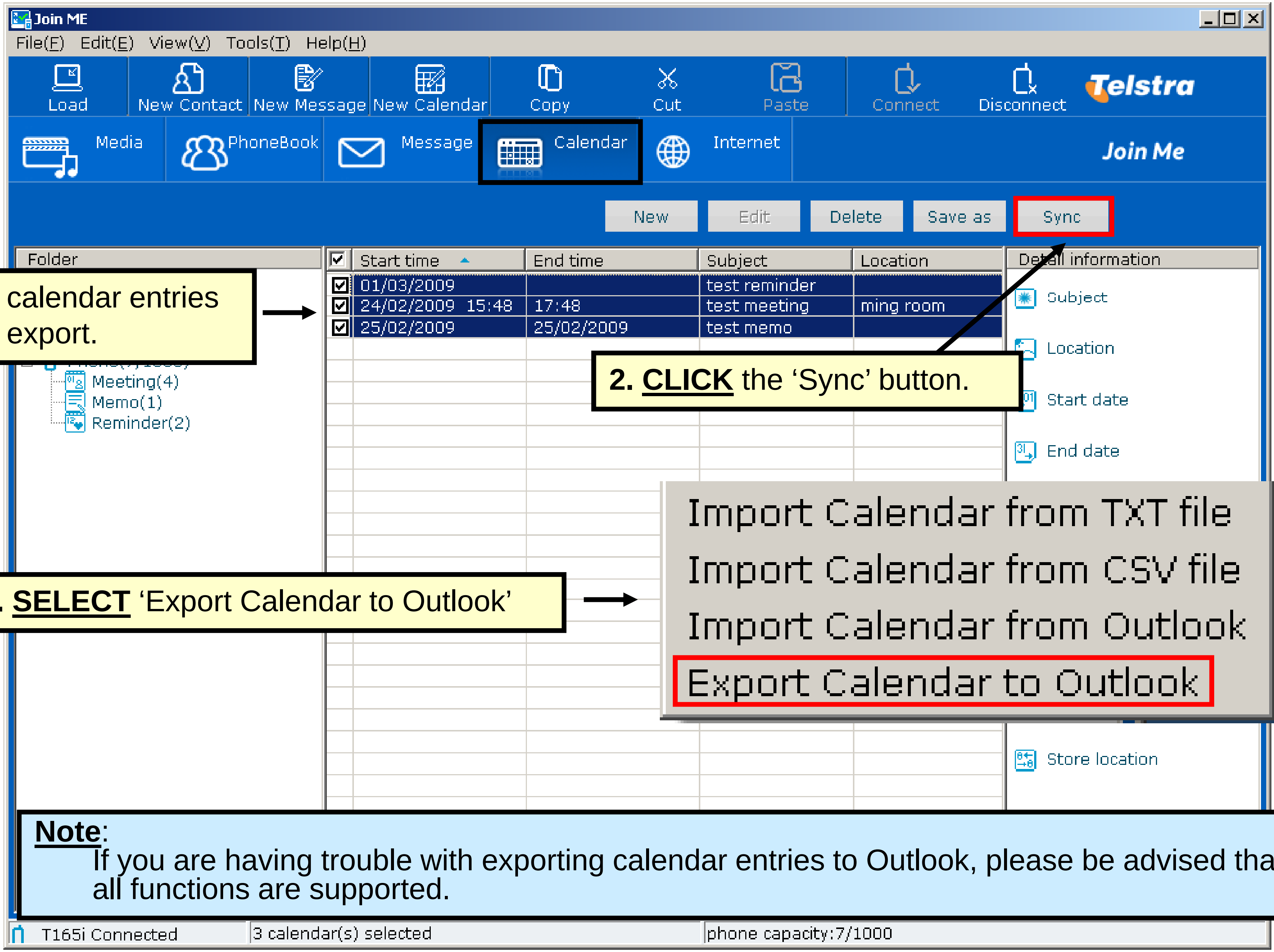


3. CLICK OK when importing has finished. A message will indicate how many records were imported



Note:
If you are having trouble with the importing of calendar entries from Outlook not all functions are supported. ZTE suggest you follow the Import from CSV process outline on the previous page.

Export Calendar to Outlook



1. TICK the calendar entries you want to export.

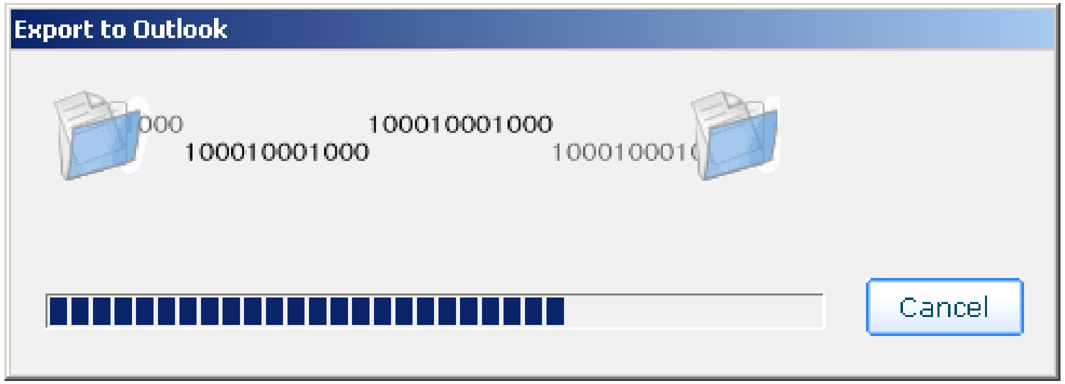
2. CLICK the 'Sync' button.

3. SELECT 'Export Calendar to Outlook'

Note:
If you are having trouble with exporting calendar entries to Outlook, please be advised that not all functions are supported.

Export to Outlook

1. The export from Outlook process will now start.

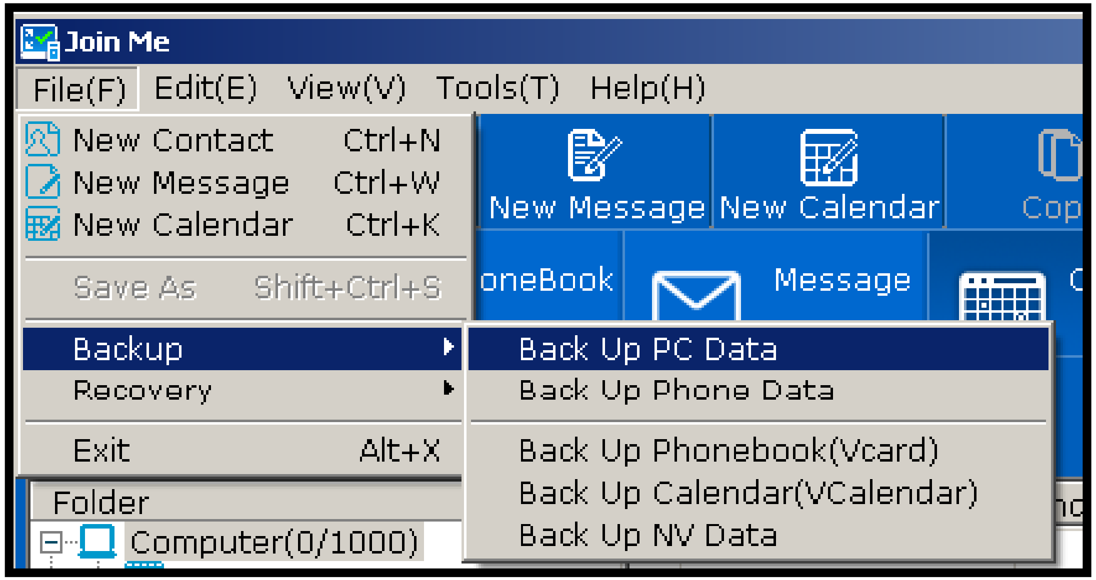


2. <u>CLICK</u> OK when exporting has finished. A message will indicate how many records were imported



<u>Note</u>:
If you are having trouble with the exporting of calendar entries to Outlook not all functions are supported.

Backup your Data



Note: Using the 'Recovery' option you can recover the data back to your phone or PC when necessary.

To backup data:

5 Backup options are available:

From the File pull down menu (as shown):

- Backup PC Data – creates a backup of all the data on your computer to your computer
- Backup Phone Data – creates a backup of all the data on your phone to your computer
- Backup Phonebook(Vcard) – creates a backup of your phonebook in Vcard format
- Backup Calendar(Vcard) – creates a backup of your calendar in Vcard format
- Backup NV Data - creates a backup of your phones non-volatile memory

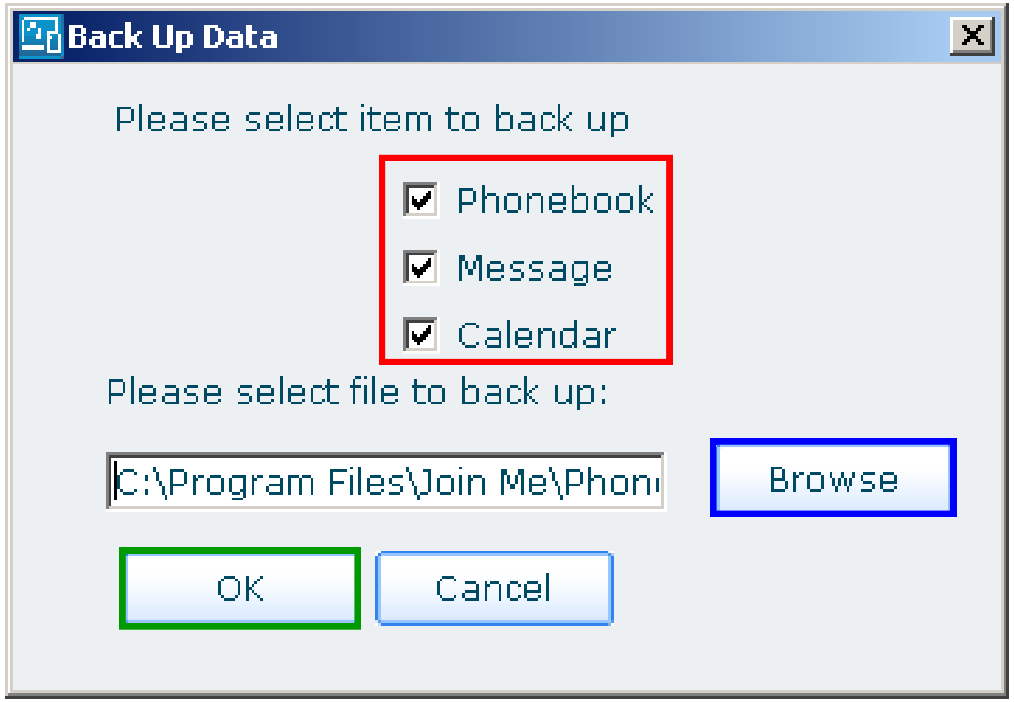
Backup PC / Phone Data

1. SELECT the content to backup (phonebook, SMS & calendar) by placing a tick in the appropriate box.

2. CLICK 'Browse' to select the folder you wish to store the backup; or enter directly the import path and filename (including the '.xml' extension).

Note: The default install path will be used to when no input path is defined. If the default path is used & you uninstall Join Me all data will be lost.

3. CLICK 'OK' to finish the backup.

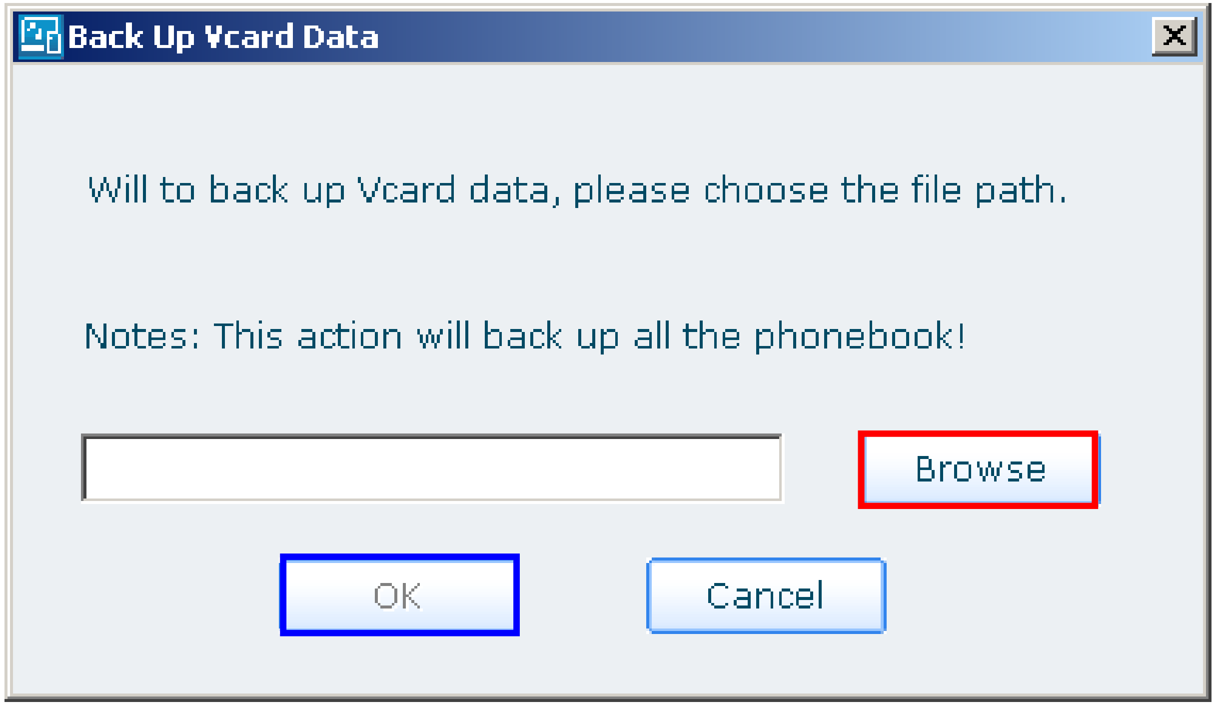


Backup Vcard Data

1. <u>CLICK</u> 'Browse' to select the folder you wish to store the backup; or enter directly the import path and filename (including the '.xml' extension).

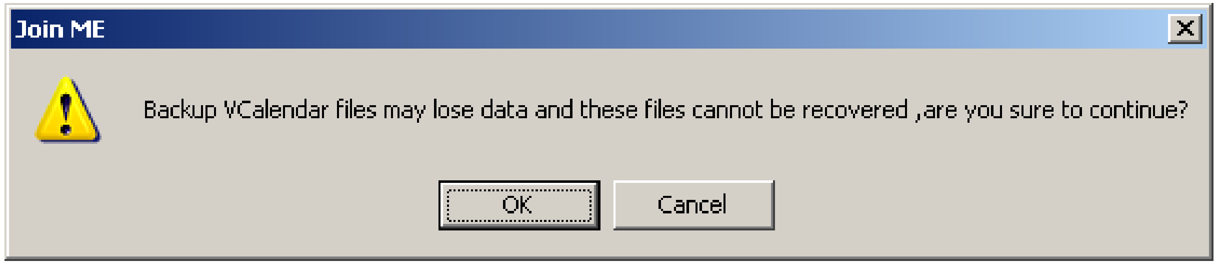
Note: The default install path will be used to when no input path is defined. If the default path is used & you uninstall Join Me all data will be lost.

2. <u>CLICK</u> 'OK' to finish the backup.



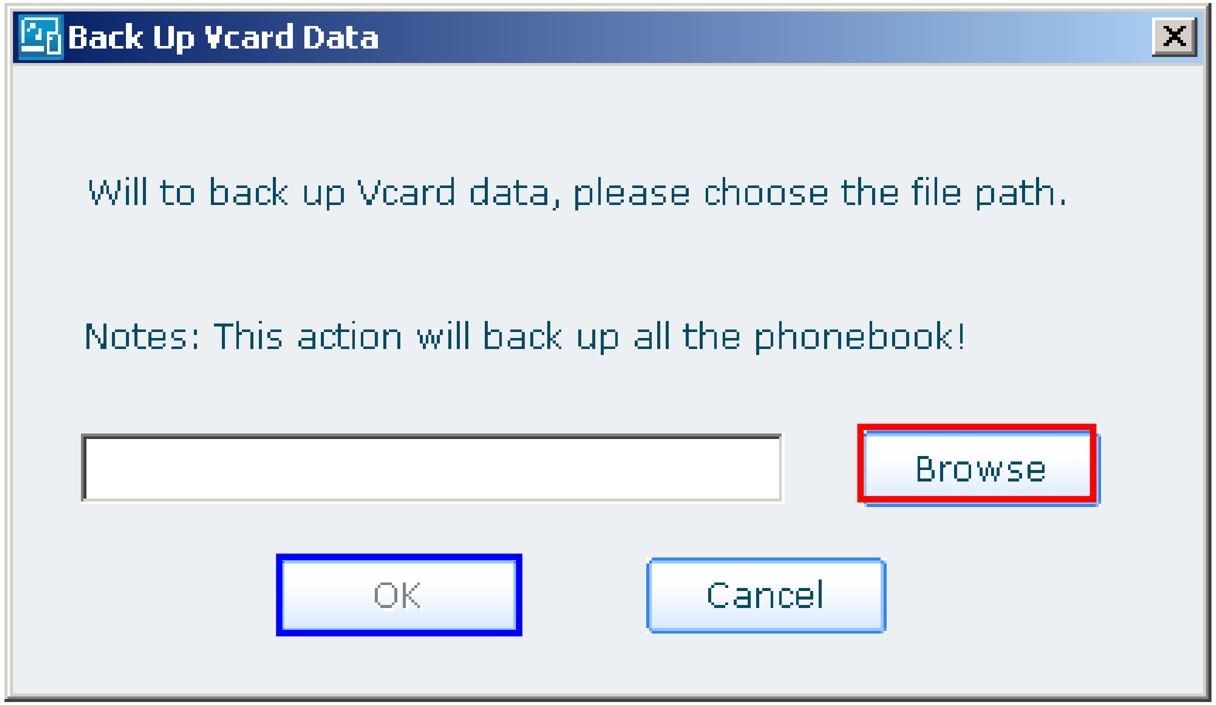
Backup VCalendar Data

1. CLICK 'OK' if you wish to continue.



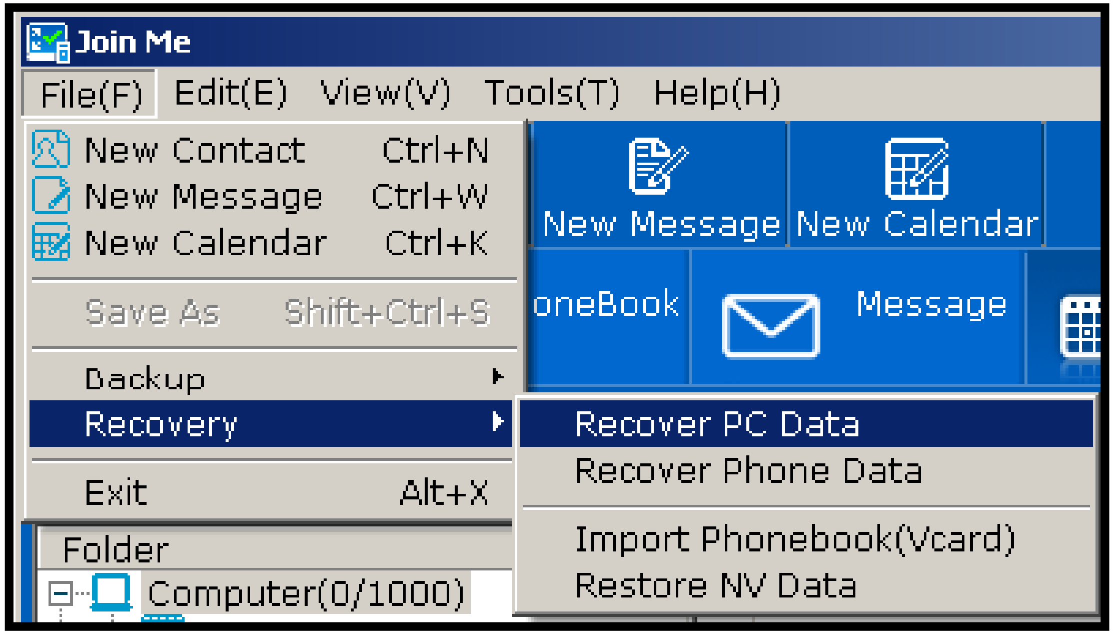
2. CLICK 'Browse' to select the folder you wish to store the backup; or enter directly the import path and filename (including the '.xml' extension).

Note: The default install path will be used to when no input path is defined. If the default path is used & you uninstall Join Me all data will be lost.



3. CLICK 'OK' to finish the backup.

Recover your Data



To recover all data (phonebook & SMS) from a single file:

4 Recovery options are available:

From the File pull down menu (as shown):

- Recover PC Data – restores all the PC data to your computer
- Recover Phone Data – restores all the data to your phone
- Import Phonebook(Vcard) – imports your Vcard contacts
- Restore NV Data – restores your phones non-volatile memory

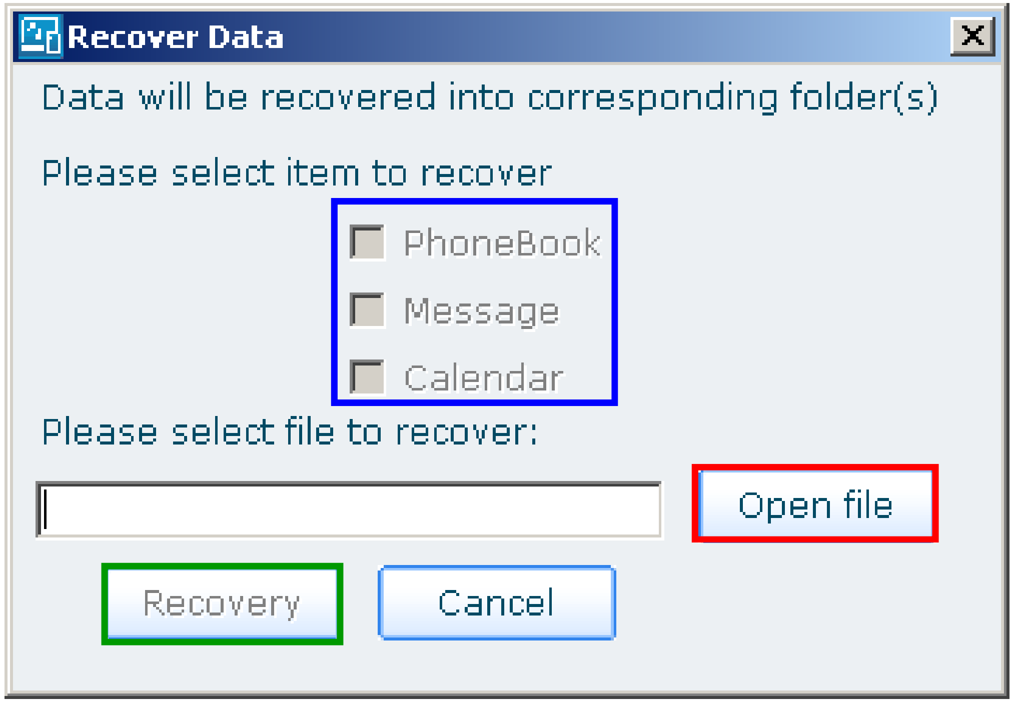
Recover PC / Phone Data

1. CLICK 'Open file' to select the file you wish to restore; or enter directly the import path.

Note: The default install path will be used to when no input path is defined. If the default path is used & you uninstall Join Me all data will be lost.

2. SELECT the content to backup (including the phonebook, message & calendar) by placing a tick in the appropriate box.

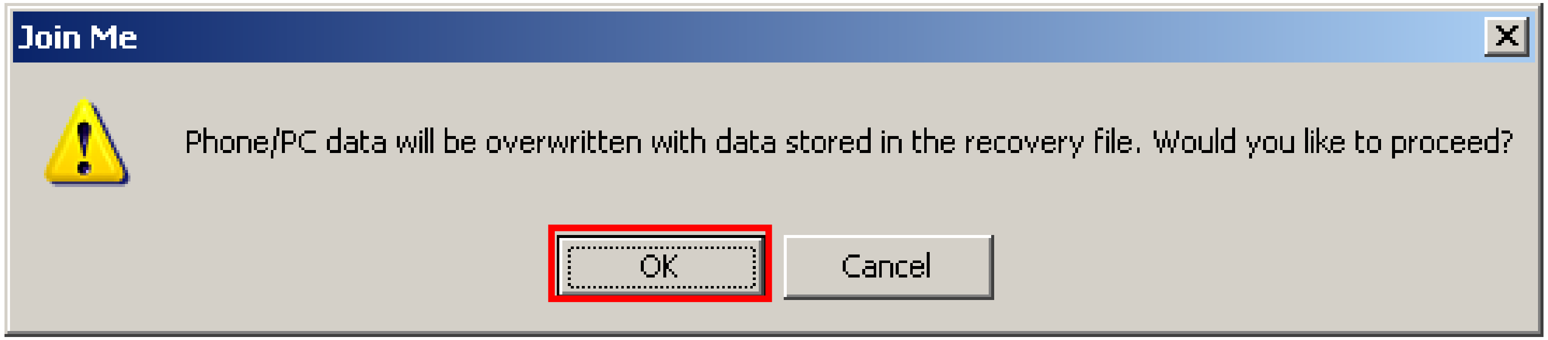
3. CLICK 'Recovery' after you have chosen the data to be recovered.



Restore Warning

1. <u>CLICK</u> 'OK' to continue.

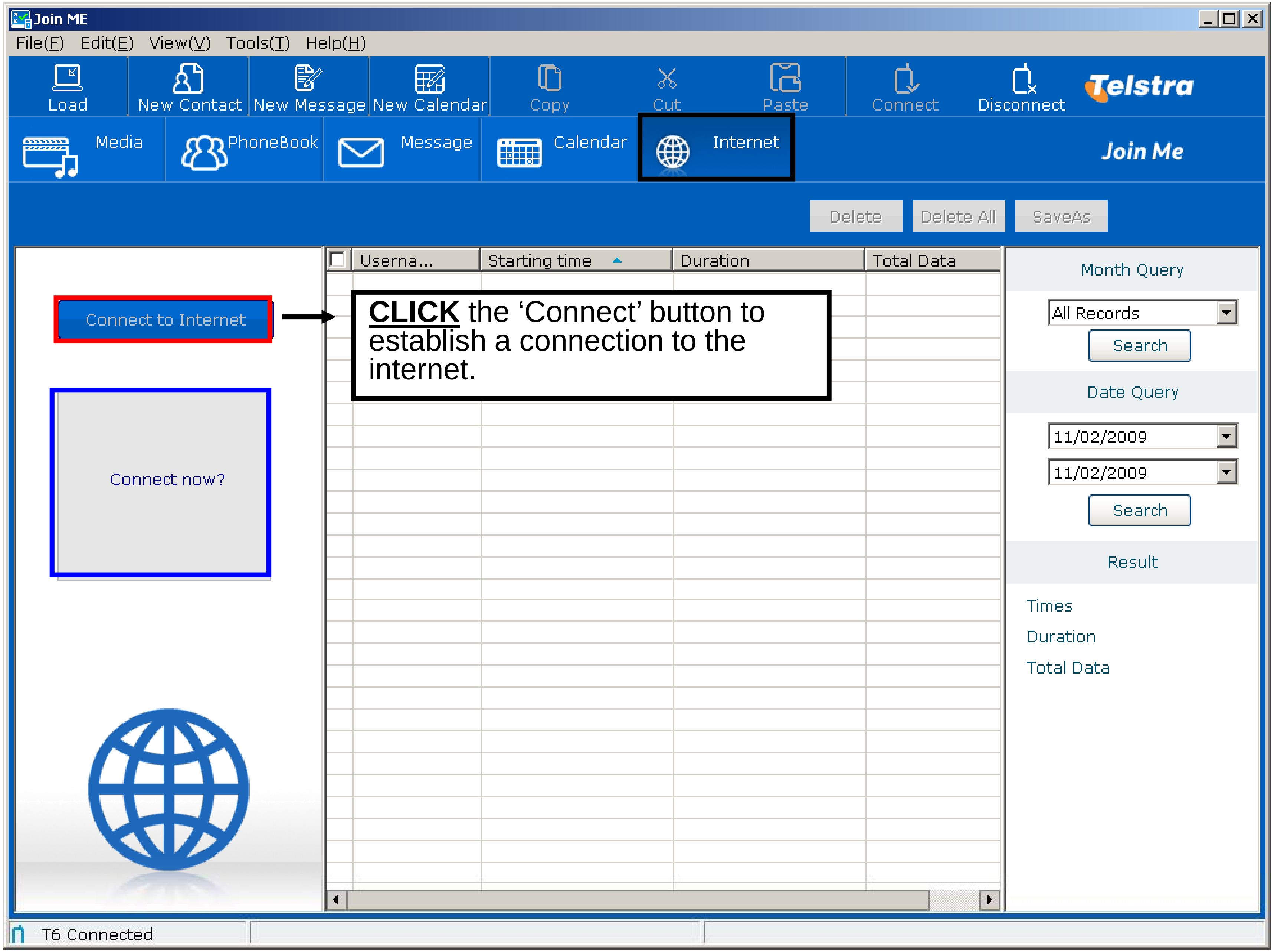
Warning: Restoring data clears all the data on your phone/PC. Before recovering data please make sure no important data will be lost.



<u>Note</u>:

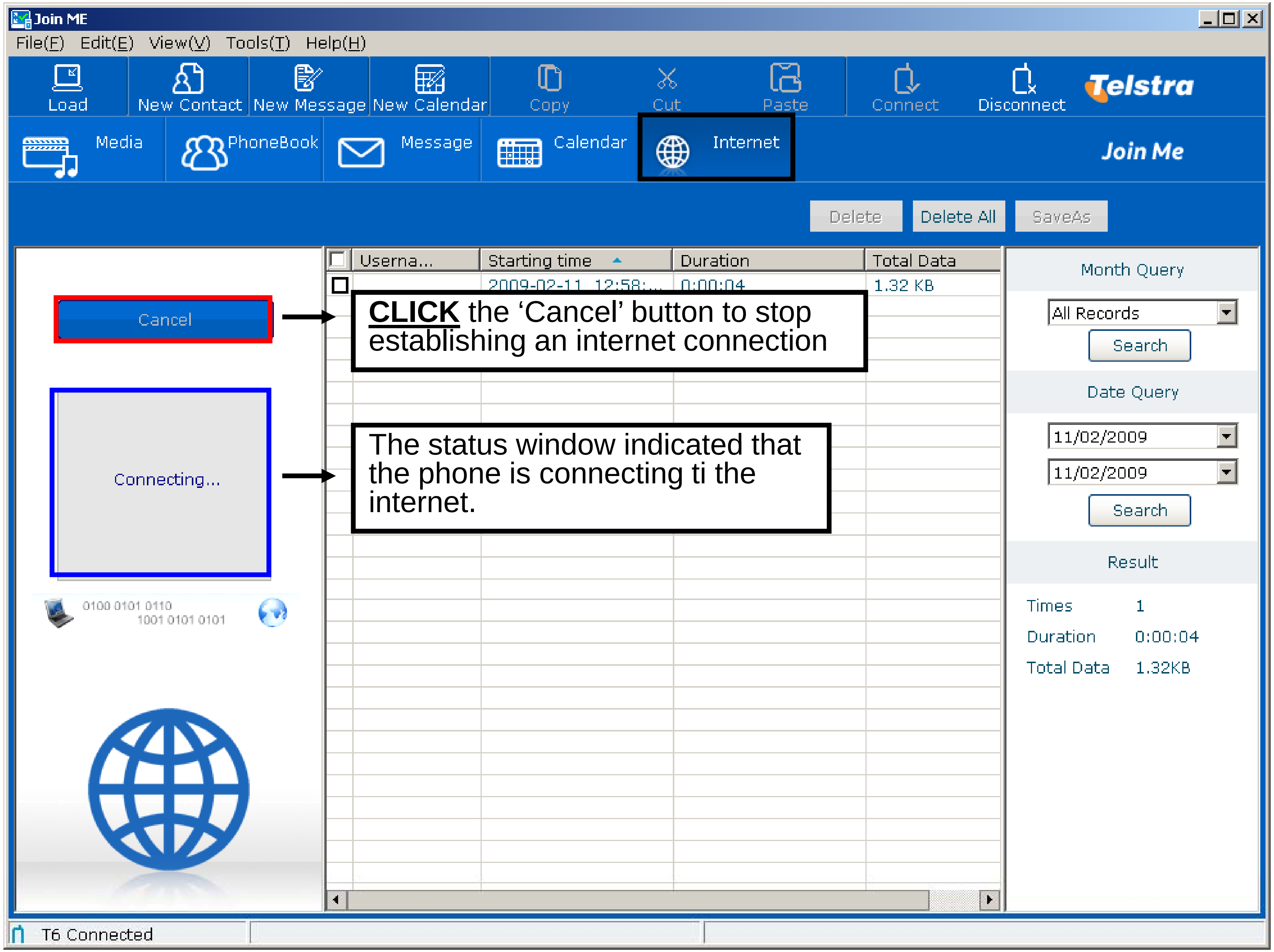
The destination of data to be restored whether for phone or PC is determined during the backup operation, that's to say, if the selected backup file was initially obtained from the phone, then it can be only recovered back to the phone, or vice versa.

Connect to the Internet

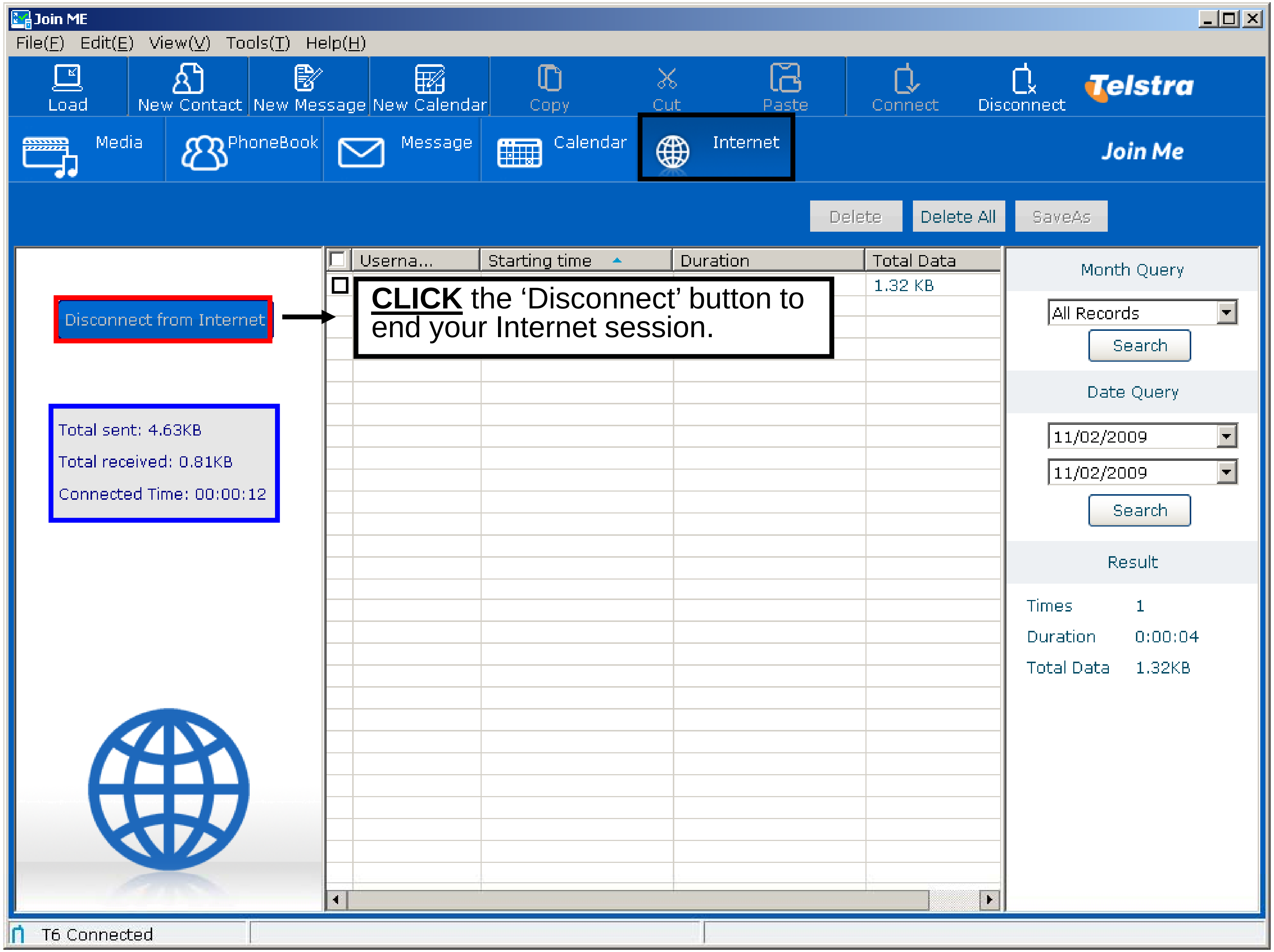


ZTE

Connecting to the Internet

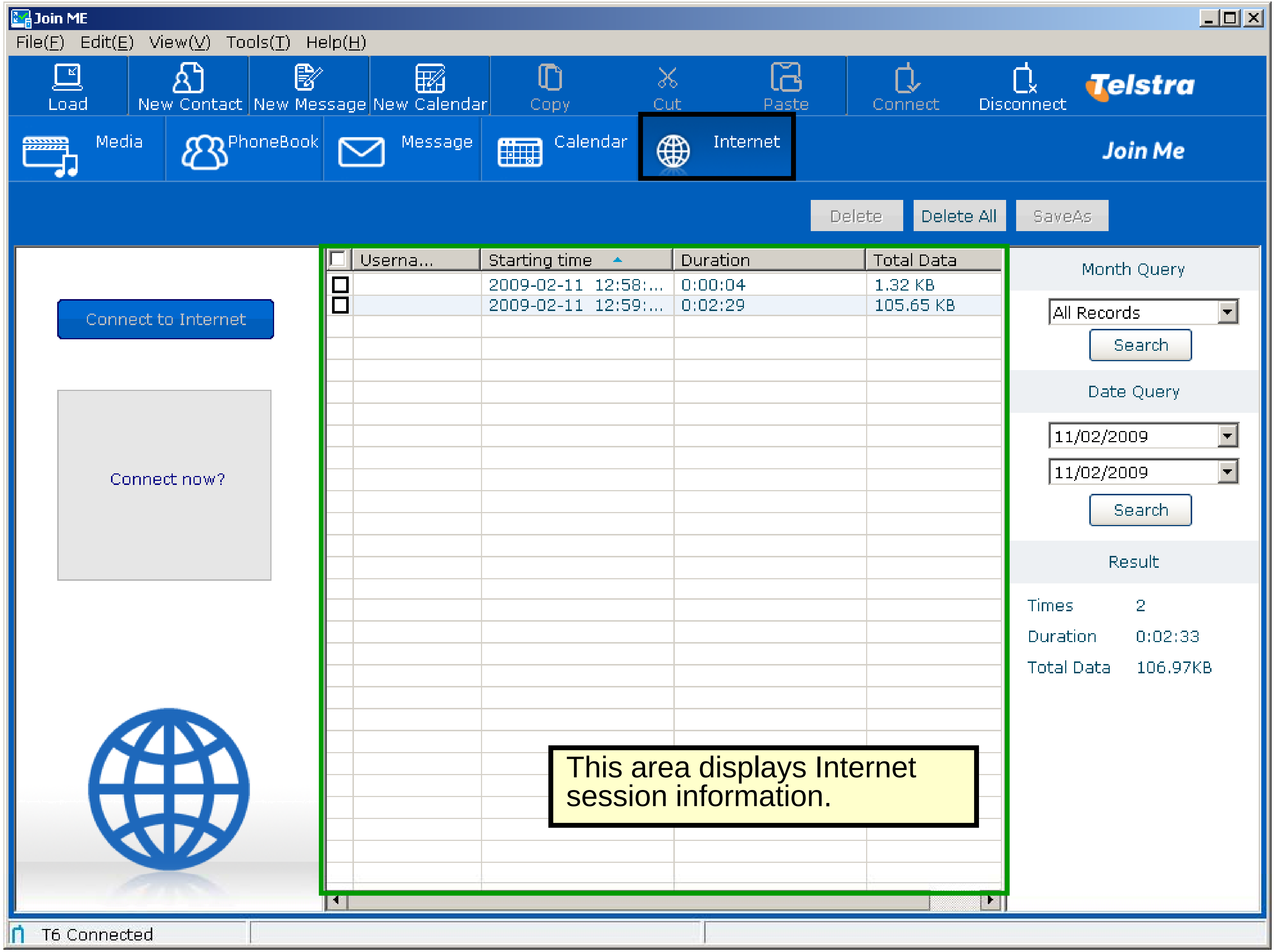


Disconnect the Internet



ZTE

Internet Session Information



More Information

In Join Me there is a comprehensive help file
(from the pull down menu under help, or press F1)

For product support enquiries please visit our website at www.zte.com.au.
Here you will find:

- comprehensive product information
  (ZTE Next G handsets, Telstra Data Devices & Car-kits)
- an extensive FAQ knowledgebase
- ZTE discussion forums
- the latest JoinMe software to download
- the latest software updates to upgrade your handset
- all handset user guides to view online